

Employment Application

The Village of Fairmont

P.O. Box # 156—635 6th Ave. Fairmont, Nebraska 68354

Phone: (402) 268-3341 FAX: (402) 268-3311

General Information

Last Name _____ First Name _____ Initial _____

Address _____ Home Telephone _____

City, State, Zip _____ Message Telephone _____

Position Applied For _____ Salary Desired _____

Date Available _____ Hours Available _____
 FULLTIME PARTIME TEMPORARY PERMANENT

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? YES NO

If hired, will you be able to work overtime? YES NO

Education Information

School _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (list type and date) _____

High School _____

Vocation/Business/Other _____

College/university _____

College/university _____

Graduate _____

Other Special Knowledge, Skills or Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training) _____

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes No If yes, what branch? _____

Dates of Duty: From _____ To _____ Rank at Discharge _____
Month Day Year Month Day Year

List duties in the service including special training _____

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? NO YES May we contact this employer for references? NO YES

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

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Job Duties and Responsibilities

Reason for Leaving

Have you ever been convicted of a crime? Yes No (Note: Conviction of a criminal offense will not necessarily preclude your employment.)

If yes, describe in full: _____

If your application is considered favorably, on what date will you be available for work? _____ 19____

Person to be notified in case of accident or emergency

_____	_____
<small>Name</small>	<small>Relationship</small>
_____	()
<small>Address</small>	<small>Telephone Number</small>
_____	_____
<small>City</small>	<small>State</small> <small>Zip</small>

Personal References

Name: _____

Occupation: _____

Address: _____

Phone Number: _____

Name: _____

Occupation: _____

Address: _____

Phone Number: _____

Name: _____

Occupation: _____

Address: _____

Phone Number: _____

The above information is true and correct. I authorize the Village of Fairmont to inquire into my education, past employment history, and reference as needed to research my qualifications for the position. If employed I will provide original documents which verify my identity and right to work in the United States. I hereby acknowledge that I have read and agree to the above statements.

Signature

Date