



EMPLOYMENT APPLICATION

POSITION TITLE: _____

Applicant Name: _____
 (Last) (First) (Middle)

Address: _____
 (Street) (City) (State) (Zip)

Phone (Home): _____ **Phone (Alternate):** _____

Email Address: _____

Type of employment desired? Full-Time Part-Time Temporary Seasonal

Date available to start: _____ **Preferred Salary:** _____

What about this position interests you: _____

- Yes No **Are you currently employed?**
- Yes No **Have you ever applied to, or been employed by the Village of Lakewood?**
- Yes No **Are you at least 18 years of age?**
- Yes No **Do you have a legal right to work in the United States?**
- Yes No **Have you ever been discharged from employment?** If yes, please explain: _____

EDUCATION

	Name/Location	Years Attended	Graduated?	Degree Obtained
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Trade School	_____	_____	_____	_____



OTHER SKILLS OR INTERESTS

List any other special skills/training: _____

Activities (Civic, Athletic, etc): _____

U.S. Military Service / Rank: _____

PREVIOUS EMPLOYMENT

1. Position Held: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone: _____

May we contact this employer for a reference? Yes No

Responsibilities: _____

Reason for Leaving: _____

Dates of Employment:

From: _____

To: _____

2. Position Held: _____

Company Name: _____

Address: _____

City, State Zip: _____

Phone: _____

May we contact this employer for a reference? Yes No

Responsibilities: _____

Reason for Leaving: _____

Dates of Employment:

From: _____

To: _____



3. **Position Held:** _____
Company Name: _____
Address: _____
City, State Zip: _____
Phone: _____

Dates of Employment:
From: _____
To: _____

May we contact this employer for a reference? Yes No

Responsibilities: _____

Reason for Leaving: _____

REFERENCES

Give the names of three persons not related to you, whom you have known professionally at least three years.

	Name	Occupation	Relationship	Phone Number	Years Acquainted
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

DRIVING EXPERIENCE

Drivers License No.: _____ **State:** _____ **Expires:** _____
Special Licenses Held: _____

I hereby certify that every statement I have made on this application for employment is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed document is the property of the Village of Lakewood and will not be returned. I understand that the Village of Lakewood may contact prior employers and other references. I understand if the Village of Lakewood finds that I am qualified for a position and has scheduled an interview with myself, the Village has the right to conduct a complete background check for employment that may include a criminal background check, credit check, driver's license check, education and employment verifications, and the like, and I give my consent to such background check by my signature below.

SIGNATURE OF APPLICANT: _____ **DATE:** _____