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## APPLICATION FOR EMPLOYMENT – PART TIME VILLAGE ADMINISTRATOR

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_ Are you 18 years or older? (Circle yes or no) **Yes** **No**

Email Address: \_\_\_\_\_

Are you legally eligible to be employed in the United States? (Circle yes or no) **Yes** **No**  
(Proof of identity and eligibility will be required upon employment)

### EMPLOYMENT INFORMATION

Are you presently employed? (Circle yes or no) **Yes** **No** If yes, may we contact your employer? **Yes** **No**

Have you ever been terminated from employment or asked to resign by an employer? **Yes** **No**

If yes, please provide company name(s) and details \_\_\_\_\_

### Former Employers

(List below last three employers, starting with last one first)

Dates Employed	Name and Address of Employer	Position	Reason for Leaving
From			
To		Phone #	
From			
To		Phone #	
From			
To		Phone #	

### EDUCATION

	Name and Location of School	Number of Years	Did you Graduate?
High School			
College and/or Trade School			

**REFERENCES** (Give names of 2 persons not related to you, whom you have known at least 1 year)

Name	Address	Phone #	Position & Business	Years Acquainted
1				
2				

**GENERAL**

Do you have basic computer knowledge?    **Yes**      **No**

Do you have any purchasing experience?      **Yes**      **No**

Do you have any grant writing experience?    **Yes**      **No**

Do you have any supervisory experience?      **Yes**      **No**

**RECORD OF CONVICTION**

Have you ever been convicted of a felony?      **Yes**      **No**

If yes, please explain and provide dates and locations for all convictions: \_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

**PHYSICAL RECORD**

Do you have any physical limitations that restrict you from performing any work for which are you being considered?    **Yes**      **No**

If yes, please describe: \_\_\_\_\_

\*\*Please attach resume or letter describing your previous experience

**EMERGENCY CONTACT INFORMATION:**

IN CASE OF EMERGENCY NOTIFY \_\_\_\_\_  
Name Address Phone #

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## APPLICANT CONSENT AND AGREEMENT:

The Village of Russia is an equal opportunity employer. We do not discriminate in employment on account of race, color, religion, gender, sexual orientation, pregnancy, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

"I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the Village of Russia to verify the accuracy and to obtain reference information of my work performance. I hereby release the Village of Russia from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment for the Village of Russia. However, I further understand that neither the policies, rules, and regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I agree that any claim or lawsuit relating to my service with the Village of Russia must be filed no more than 6 months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."

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Signature of Applicant

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Date

**THIS APPLICATION IS VALID ONLY FOR 90 DAYS FROM THE DATE SIGNED/DATED ABOVE.**