the Village or Rest. 1852 Russia

APPLICATION FOR EMPLOYMENT – FISCAL OFFICER

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

PERSON	NAL INFORMA	TION					Date		
Name	+			First		Middle			
	-			City		State			7:
				,	18 years or ol	der? (Circle ye	s or no)	Yes	Zip No
Email Addr	ress:								
	gally eligible to be of and eligibility will be require	employed in the Unite ed upon employment)	ed States?	(Circle yes	s or no)	Yes	No		
EMPLO	MENT INFOR	MATION							
Are you pre	esently employed?	(Circle yes or no)	Yes	No	lf yes, may	we contact yo	ur employe	er? Yes	No
Have you e	ever been terminat	ed from employment	t or asked to	o resign by	an employer?	? Yes	No		
lf yes, plea	se provide compa	ny name(s) and detai	ils						

Former Employers (List below last three employers, starting with last one first)				
Employed	of Employer	Position	Leaving	
From				
То		Phone #		
From				
То		Phone #		
From				
То		Phone #	1	

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 ye	ear)
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Name	Address	Phone #	Position & Business	Years Acquainted
1		-		
2		-		

GENERAL

Do you have basic computer knowledge?YesNoDo you have any purchasing experience?YesNoDo you have any grant writing experience?YesNoDo you have any supervisory experience?YesNoDo you have any accounting experience?YesNo

RECORD OF CONVICTION

Have you ever been	convicted of a felony?	Yes	No
nave you ever been	convicted of a felony?	res	INO

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 _

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Name

Address

Phone #

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."

Signature of Applicant

Date

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