VILLAGE OF MT. MORRIS
Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please Print)

Position (s) Applied for   Date of Application

How Did You Learn About Us?
- ☐ Advertisement
- ☐ Employment Agency
- ☐ Friend
- ☐ Relative
- ☐ Walk-in
- ☐ Other _____

Last Name	First Name	Middle Name

Address	Number	Street	City	State	Zip Code

Telephone Number(s)
(   )   -

If you are under 18 years of age, can you provide required proof   ☐ Yes ☐ No
of your eligibility to work?   If Yes, give date _____

Have you ever filed an application with us before?   ☐ Yes ☐ No
                                          If Yes, give date _____

Are you currently employed?   ☐ Yes ☐ No

May we contact your present employer?   ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this   ☐ Yes ☐ No
country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment

On what date would you be available for work?   _____

Are you available to work: ☐ Full Time   ☐ Part Time   ☐ Seasonal Temporary

Are you currently on "lay-off" status and subject to recall?   ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

_____

Education

	Name and address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extra-curricular activities. Include Military
_____ _____

Employment

Start with your present or last job. Include any job-related military service assignment and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address & Telephone Number(s)	From	To	
	Hourly Rate/Salary		
Job Title / Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		**Work Performed**
Address & Telephone Number(s)	From	To	
Job Title / Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	
Employer	Dates Employed		**Work Performed**
Address & Telephone Number(s)	From	To	
Job Title / Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

If you need additional space, please continue on a separate sheet of paper