



VILLAGE OF ORCHARD PARK
APPLICATION FOR EMPLOYMENT
We are an equal opportunity employer.

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State\Zip

Phone Number: _____

EMPLOYMENT DESIRED

Position: _____ When would you be available? _____

Desired Salary: _____

Are you employed now? _____ Present Employer Name? _____

Can we contact your present employer? _____ Present Employer's Phone Number: _____

Resume attached? _____

EDUCATION

	Name & Address	Courses Studied	Did you graduate?
High School			
College			
Business/Trade School			

Military Service _____ Rank: _____

Present membership in National Guard or Reserves: _____

Former Employers

(List last four employers, starting with last one first)

Date	Name/Address Phone Number	Position	Reason for Leaving
From: To:			
From: To:			
From: To:			
From: To:			

REFERENCES: Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address/Phone Number	Business	Years Known

AUTHORIZATION

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date _____ Signature _____

Do not write below this line

Interviewed by: _____ Date: _____

Remarks:

Hired _____ Position _____ Start Date _____ Salary _____

Approved: 1. _____ 2. _____
Department Head Village Board