



APPLICATION FOR EMPLOYMENT VILLAGE OF BOSQUE FARMS

Check One

- New Applicant
- Reemployment Applicant
- Transfer Applicant

The Village of Bosque Farms is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin, citizenship, disability or marital status.

Personal Data

Last Name	First Name	Middle Name or Initial	Date of Application
Present Address (Number and Street)	City	State Zip Code	Area Code/Tel. No.
Permanent Address (If different from above)	City	State Zip Code	Area Code/Tel. No.

Position Desired

Position/Type of Work Desired	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Date Available	Salary Desired
Source of referral:	Agency (name) _____	Own initiative _____		
	Publication (name) _____	Employee (name) _____		
	School/Organization _____	Other _____		
Do you have relatives employed by the Village of Bosque Farms? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Were you ever employed by the Village of Bosque Farms: <input type="checkbox"/> Yes <input type="checkbox"/> No When?		Have you previously applied to the Village of Bosque Farms? <input type="checkbox"/> Yes <input type="checkbox"/> No When?		

Employment History

Name of Employer	Title or Position
Address	City State Zip Code Area Code/Tel. No
Employment dates (Mo. & Year) From: To:	Starting Salary \$ Per Final Salary \$ Per Other Compensation
Name & Title of Immediate Supervisor	Reason for Leaving
Description of Duties:	

Previous Employer

Name of Employer	Title or Position
Address	City State Zip Code Area Code/Tel. No
Employment Dates (Mo. & Year)	Starting Salary \$ Per Final Salary \$ Per Other Compensation
Name and Title of Immediate Supervisor	Reason for Leaving
Description of Duties:	

Previous Employer

Name of Employer			Title or Position		
Address		City	State	Zip Code	Area Code/Tel. No.
Employment Dates (Mo. & Year)		Starting Salary \$ Per	Final Salary \$ Per		Other Compensation
Name and Title of Immediate Supervisor			Reason for Leaving		
Description of Duties:					

Previous Employer

Name of Employer			Title or Position		
Address		City	State	Zip Code	Area Code/Tel. No.
Employment Dates (Mo. & Year)		Starting Salary \$ Per	Final Salary \$ Per		Other Compensation
Name and Title of Immediate Supervisor			Reason for Leaving		
Description of Duties:					

EDUCATION

School Name and Location	High School or General Equivalency Diploma (GED)	Undergraduate College/University				Graduate/Professional				Business/Technical School
		1	2	3	4	1	2	3	4	
Circle Last Year Completed										
Diploma/Degree/Credits										
Describe Course of Study										
Describe any specialized training, apprenticeship, skills and extra-curricular activities										
Describe any honors you have received										
State any additional information you feel may be helpful to us in considering your application										

Skills

Please check: Microcomputer Calculator Photographic Microfiche
 Computer Console Key Entry Dictaphone
 Typewriter WPM, _____ Shorthand WPM _____ Other: _____

Training

Sponsoring Organization and Location	Name of Course, Seminal, etc.	C.E.U's	No. of Hours	Dates

Volunteer Activities

(You need not list organizations whose name or nature indicates your race, sex, national origin, age or religion.)

Organization	Position/Offices Held	Describe Responsibilities and Services	No. of Years

Statement

Explain briefly why you are interested in working for our organization:

References

Please indicate whether schooling or employment was under another name:

Applicants without recent employment experience list persons other than relatives that know of your qualifications and/or background experience.

Name	Profession	Area Code/Tel. No.	Business or Home Address
		B: H:	
		B: H:	
		B: H:	

I hereby authorize The Village of Bosque Farms to check all my educational references and the personal and employment references as indicated below; I further authorize these references to release to the Village of Bosque Farms all information that they may have about me (Check all that apply):

- Present Employer Present Employer after accepting position
 Previous Employers Additional references listed

Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with or without reasonable accommodation?

- Yes No If yes, please explain:

I understand that this employment application and any other Village of Bosque Farms documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the Village of Bosque Farms at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment and that employment is subject to verification or references and satisfactory completion of a probationary period.

Signature_____ Date: _____