



## 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:		Have you previously applied to the Village of Bosque Farms?			
<input type="checkbox"/> Yes <input type="checkbox"/> No When?		<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**

	High School or General Equivalency Diploma (GED)	Undergraduate College/University				Graduate/ Professional				Business/ Technical School
School Name and Location										
Circle Last Year Completed		1	2	3	4	1	2	3	4	
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										

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## 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:

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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:

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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: \_\_\_\_\_