

VILLAGE OF CHATHAM

EMPLOYMENT APPLICATION

VILLAGE USE ONLY		
Applicant Name	_____	
Civil Service Job Title:	_____	
Civil Service Job Classification:	Competitive Exempt	Non-Competitive Labor
Interview Cycle (as applicable):	Initials	Date
Commissioner/Liaison	_____	_____
Board of Trustees	_____	_____
Human Resources	_____	_____

Note: This application is for internal use only by the Village of Chatham and is not filed with the Columbia County Civil Service Commission.

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EMPLOYMENT APPLICATION (page one of five)

Please **TYPE** or **PRINT** clearly. *This application must be completed and signed personally by the applicant.* Each question must be answered in full. If answer is NO or NONE, indicate such.

The Village of Chatham is an **Equal Opportunity Employer**. All applications for all positions are considered without regard to race, color, religion, gender, national origin, age, physical or mental disability, marital status, veteran status, or any other legally protected status or class. Applicants requiring a reasonable accommodation to participate in the application and/or interviewing process are encouraged to contact the Mayor's Office. This application for employment will be considered active for a period of time not to exceed 60 calendar days.

B I O G R A P H I C A L D A T A	Name (First, Middle, Last)		Social Security Number		
	Address		Phone Number		
	City		State	Zip Code	
	Position Applied For		Salary Desired		
	Are You Available For		Full Time	Part Time	Date Available For Work
			Temporary		
	Are you currently employed?			Yes	No
	If yes, may we contact your employer to obtain employment information?			Yes	No
	Have you ever filed an application or interviewed for employment with the Village of Chatham?			Yes	No
	If yes, give month and year ____/____/____				
	Have you ever been employed with the Village of Chatham before?			Yes	No
	If yes, give dates From ____/____/____ To ____/____/____				
	Are you legally eligible for employment in the United States? <i>Employment eligibility verification will be required upon employment.</i>			Yes	No
If you are under 18 years of age, can you provide required proof of your eligibility to work?			Yes	No Not Applicable	
After you have read the Civil Service job description for the position for which you are applying, please answer whether you are able to perform the essential functions of the position with or without reasonable accommodations?			Yes	No Not Applicable	

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E D U C A T I O N	Type of School Attended	Name and Location of School	Number of Years Completed <i>(do not give dates)</i>	Course of Study	Diploma or Degree Obtained
	High School				
	College				
	Other				

J O B	Typing Speed: _____ WPM	Data Entry: _____ Numeric Keystrokes/Hour _____ Alpha Keystrokes/Hour
	Computer Skills:	
S K I L L S	List certificates, licenses <i>(including driver license or CDL endorsement)</i> of professional achievements that would support your qualifications for employment:	List any additional skills, technical or professional knowledge that you feel would support your application:
	If you are applying for a position which requires a Commercial Driver's License, provide your valid Driver's License Number here: _____	

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List your previous three employers

Present or Last Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
From:	To:	Starting:	Ending:
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
From:	To:	Starting:	Ending:
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

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Next Previous Employer			
Name of Employer		Phone Number	
Address	City	State	Zip
Employment Dates (Month/Year)		Salary	
From:	To:	Starting:	Ending:
Title of Position		Name and Title of Supervisor	
Description of duties, responsibilities and significant accomplishments			
Reason for leaving			

Military History			
Yes No			
U.S. Military Branch	Entry Date	Discharge Date	Training or Specialty

References (other than relatives or former supervisors; list three)			
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known
Name/Occupation			Phone Number
Address	City	State	Zip
			Years Known

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Conviction Record Status		
Have you ever been convicted of and/or plead guilty to a felony? Yes No		
Have you been convicted of and/or plead guilty to a misdemeanor within the past five years? Yes No		
If you answered 'yes' to either question, please provide additional information such as the crime(s), date(s), court location, sentencing information, disposition of sentence, and rehabilitation completed. Please note that a 'yes' answer to this question does not necessarily disqualify an applicant from employment with the Village. The nature of the violation and all other appropriate circumstances will be considered. The Village reserves the right to reject individuals for employment based on job-related convictions.		
Date	County/State	Conviction/Explanation

I certify that the facts contained on this application are true and complete to the best of my knowledge. I understand that any misrepresentation is cause for voiding this application or termination of employment, if hired.

I authorize investigation of any information provided on this application form. I also authorize investigation of my employment record and references, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, subject to applicable federal, state and/or local rules and regulations and/or collective bargaining agreements. For positions subject to the federal Department of Transportation regulations regarding controlled substances and alcohol use testing (Part 382), I understand that as a condition for employment with the Village of Chatham, a pre-employment controlled substance test will be required and must be passed.

Signature of Applicant

Date