

## Village of Bellaire Employment Application

Have you ever applied with us before? Yes      No      If Yes, When _____		Position Applying For:
Name (Last, First, Middle)		
Address (Street, City, State, Zip)		How Many Years?
Telephone		
Previous Address (Street, City, State, Zip)		How Many Years?
Specify any days or times you are NOT available for work:		
Salary Expectation:	Dates Available for Work:	Employment Status Full Time: _____ Part Time: _____
Have you ever been employed by the Village of Bellaire      Yes      No		
Date Started ____/____/____      Date Left: ____/____/____		
In What Department?	In What Position?	Reason for Leaving?
Are you a U.S. Citizen?	If you are not a U.S. Citizen, do you have the legal right to remain in the United States? Yes _____      No _____ If employed, can you submit verification of your legal right to remain in the U. S.? Yes _____      No _____	
What prompted your application?		

### **Military Service**

Service:	Branch:	Date of Service:
Were you honorably discharged?		Reserve Status
Describe any specialized training and duties:		

\*An Equal Opportunity Employer

**Employment History:** List your last four employers or all employers for the last ten years, whichever is greater. Attach additional signed sheets if necessary. Also list and explain any period(s) of unemployment. Please answer ALL inquiries. "See resume" is NOT acceptable.

Employer's Name:		Dates (Month & Year) From: _____ To: _____
Address (Street, City, State, Zip)		Telephone
Supervisor (Name & Title)	Your Title	Salary
Duties & Responsibilities		
Reason for Leaving		

Employer's Name:		Dates (Month & Year) From: _____ To: _____
Address (Street, City, State, Zip)		Telephone
Supervisor (Name & Title)	Your Title	Salary
Duties & Responsibilities		
Reason for Leaving		

Employer's Name:		Dates (Month & Year) From: _____ To: _____
Address (Street, City, State, Zip)		Telephone
Supervisor (Name & Title)	Your Title	Salary
Duties & Responsibilities		
Reason for Leaving		

Employer's Name:		Dates (Month & Year) From: _____ To: _____
Address (Street, City, State, Zip)		Telephone
Supervisor (Name & Title)	Your Title	Salary
Duties & Responsibilities		
Reason for Leaving		

**Please Circle**

Are you currently on layoff status and subject to recall? Yes      No

Have you ever been discharged by an employer or resigned in lieu of discharge? Yes      No

Have you ever been disciplined (other than discharged) by an employer? Yes      No

If you answered yes to either of the two previous questions, explain all such incidents, giving facts, dates and describing any action you took and any resolution, on an attached signed sheet.

How much time have you missed from work in the past twelve months? \_\_\_\_\_

Do you have a valid driver's license? Yes      No

**Education**

School	Location	Degrees
High School		
Business School		
College/University		
Trade/Vocational School		
Extracurricular Activities		

**Professional Licenses, Registrations and/or Certifications**

List all states in which you have licenses or certifications.		
Have you ever had any license or certification investigated suspended, disciplined, revoked or put on probation?	Yes	No
Have you ever been denied a license or certification?	Yes	No
If you answered yes to either of the above questions, explain in detail on an attached signed sheet.		

**Please Circle One**

Have you ever been subjected to a not guilty by reason of insanity order or disposition?	Yes	No
Have you ever been subject to any misappropriation?	Yes	No
Do you have any felony or misdemeanor charges pending against you?	Yes	No
Have you ever been convicted or pled guilty or nolo contendere to a crime?	Yes	No
If you answered yes to any of the above questions, explain by giving dates, nature of offense and circumstances in an attached signed statement. Conviction of a crime will not necessarily disqualify an applicant from employment.		
Are you 18 years of age or older?	Yes	No
Are you able to perform the duties of the job which you have applied?	Yes	No

**Certification**

I have read and fully understand the questions on this application for employment. I have completely, truthfully, and accurately answered each and every question to the best of my knowledge. I understand that all the inquiries on this application are subject to verification and authorize any schools that I have attended, licensing and certification boards, law enforcement agencies and current and previous employers to release any requested information to the Village of Bellaire. I also specifically waive written notice from any and all former employers regarding their disclosure to the Village of Bellaire of any prior disciplinary action and waive any claim against the Village of Bellaire and current or former employers arising from such investigation or disclosure. I understand that any misrepresentation of the information I have supplied for failed to supply can result in a rejection of this application or, if I have been hired, an immediate dismissal at the sole discretion of the Village of Bellaire.

I understand and agree that in the absence of an express written contract or agreement to the contrary, signed by an authorized representative of the Village of Bellaire and by me or my authorized representative, any employment I accept shall be for an indefinite term and may be terminated at any time with or without cause either by me or at the will or sole discretion of the Village of Bellaire regardless of any contrary provisions in any other forms, manuals, handbooks or other documents. Similarly, such employment shall be at the wages, benefits, hours and conditions as the Village of Bellaire may determine and change from time to time and I agree to abide by any rules, regulations, policies and procedures that may be established from time to time. I understand that no one, other than an authorized representative of the Village of Bellaire has any authority to enter into an agreement with me contrary to the provisions of this paragraph and that any such agreement must be in writing and signed by such authorized representative or it shall not be effective.

It is with full understanding and agreement with the provisions of this certification that I will accept employment offered to me.

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Print Name

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Signature of Applicant

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Date Signed

# VILLAGE OF BELLAIRE

## Consent to the Obtainment of Criminal Background Check Information

I consent that the Village of Bellaire may conduct a criminal history check on me that includes the review of the national Criminal Database and obtainment of State Police records. This consent has been granted pursuant to my receipt of a good faith offer of employment or contract.

Date of Birth: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date