

VILLAGE OF LOS RANCHOS

APPLICATION FOR EMPLOYMENT

The Village of Los Ranchos is an equal employment opportunity employer who considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE TYPE OR PRINT

Date: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone #: _____ **Social Sec #:** _____ **Driver's License #:** _____

EMPLOYMENT DESIRED

Position: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Have you filed an application with the Village of Los Ranchos before? _____

If yes, give date(s) _____

Are you currently employed? _____ **If yes, may we contact your present employer?** _____

Are you prevented from lawfully becoming employed in the country because of Visa or Immigration Status? _____

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available for work? _____

Are you available to work ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? _____

Can you travel if a job requires it? _____

Have you been convicted of a felony within the last seven (7) years? _____

If yes, please explain _____

(Conviction will not necessarily disqualify an applicant from employment)

EDUCATION

NAME AND LOCATION OF SCHOOL	CIRCLE LAST GRADE COMPLETED	GRADUATED	MAJOR/DEGREE
	1 2 3 4 5 6	[] YES [] NO	
	6 7 8 9	[] YES [] NO	
	9 10 11 12	[] YES [] NO	
	13 14 15 16	[] YES [] NO	
	[] VOCATIONAL [] PROFESSIONAL [] ACADEMIC	[] YES [] NO	

Describe any specialized training, apprenticeships, skills and extra-curricular activities:

List professional, trade, business or civic activities and offices held. *(You may exclude those activities which indicate your union status, race, creed, color, sex, marital status, age, national origin, religion, citizenship or handicap)* _____

PERSONAL REFERENCES

Give name, address and telephone number(s) of three references that are not related to you and are not previous employers:

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE

Please provide a full accounting of your Work Experience in the past ten (10) years (in reverse order) including U.S. Military Service, if job related. (You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status)

If desired, you may attach a separate Resume

BEGINNING WITH PRESENT EMPLOYER, LIST IN REVERSE ORDER	PRESENT/PREVIOUS EMPLOYER DATA					REASON FOR LEAVING
	POSITION JOB/TITLE	DATES		SALARY		
		FROM	TO	BEGINNING	ENDING	
COMPANY NAME						
ADDRESS						
CITY/STATE/ZIP						
CONTACT / PHONE						
COMPANY NAME						
ADDRESS						
CITY/STATE/ZIP						
CONTACT / PHONE						
COMPANY NAME						
ADDRESS						
CITY/STATE/ZIP						
CONTACT / PHONE						
COMPANY NAME						
ADDRESS						
CITY/STATE/ZIP						
CONTACT / PHONE						

PLEASE READ CAREFULLY

APPLICATION FORM DISCLAIMER

Neither the applicant of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employees handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Village of Los Ranchos practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Village of Los Ranchos, or otherwise change in any respect the employment relationship between it and the undersigned, and that relationship cannot be altered except by the Personnel Ordinance as approved by the Governing Body of the Village of Los Ranchos.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I authorize the investigation of all matters contained in this application and hereby give the Village of Los Ranchos permission to contact schools, previous employers, references and others and hereby release the Village of Los Ranchos from any liability as a result of such contact.

I further understand that my employment with the Village of Los Ranchos shall be probationary for a period of one (1) year, and further that at any time during the probationary period, my employment relation with the Village of Los Ranchos is terminable at will for any reason by either party.

Signature of Applicant

Date

The Village of Los Ranchos is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Village of Los Ranchos depends solely on your qualifications.

*Thank you for completing this application form
and for your interest in the
Village of Los Ranchos.*