



VILLAGE OF RIVERDALE

Application for Employment

Upon completion, please email to: HR@VillageofRiverdale.net

Personal Data

| | | |
|----------------------------|----------------|------------|
| Name (last, first, middle) | | Date |
| Street Address | | Apt/Unit # |
| City | State | Zip Code |
| Home Phone () | Cell Phone () | |

Email Address: _____

Are you over the age of 18? Yes No

Are you legally eligible for employment in the United States? Yes No

(If offered employment, you will be required to provide documentation to verify eligibility) _____

Social Security No.: _____ Date of Birth: _____

Desired Salary: _____ Date Available: _____

Position(s) applying for: _____

Referred by: Ad Friend Relative Agency Other

Do you have a valid Drivers License? Yes No If yes, please provide number: _____

Education Record

High School:

Address _____

Did you graduate? Yes No

College/University _____

Address _____

Degrees or Diplomas: _____ Years attended 1 2 3 4

Trade or Technical Training:

Address _____

Degree/Diploma/Certification Received: _____

Graduate School:

Address _____

Degrees or Diploma _____

Professional Licenses, Certifications or Membership:

Type: _____ Expiration Date: _____

Professional Membership: _____

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain. _____

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

Personal Data

Have you ever been employed by the Village of Riverdale? Yes No If so, when? _____

May we contact your current employer? Yes No

Some positions require that you work shifts, weekends, or other hours outside of the "normal" work day. Are you willing to work weekends, holidays or hours outside the normal work day? Yes No

Do you have any friends or family who currently work for the Village of Riverdale? Yes No

If so, provide their names. _____

References

Please provide three professional references (One must be a former manager/supervisor)

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment History

Begin with current or most recent employer. Attach additional sheet if needed.

1. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

May we contact your previous supervisor for a reference? Yes No

2. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

May we contact your previous supervisor for a reference? Yes No

3. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

May we contact your previous supervisor for a reference? Yes No

4. Employer

Dates of Employment

Address

Phone ()

Title/Duties

Manager's Name

Reason for Leaving

May we contact your previous supervisor for a reference? Yes No

**Important
Please Read The Following Carefully
Certificate of Applicant**

I hereby authorize a comprehensive investigation into my background, including but not limited to all statements contained in this application and any other document or documents submitted in conjunction with this application. I permit the Village of Riverdale to obtain any records, information and documents pertaining to my background and work experience. I also authorize previous individuals to disclose information about me on the subjects covered by this application form or related documents to this request. Any individual, educational institution, organization, or business of providing such information. I also agree to release the Village of Riverdale from any and all liability arising from the use of the information obtained through the investigation of my background and any action taken by the Village of Riverdale based on such information.

I understand that my employment is contingent upon the completeness and accuracy of the information on this application and upon satisfactory completion of a medical examination, which will include a drug test.

I also understand that, if hired, I will be required to abide by the rules, policies, and procedures of the Village of Riverdale. Except as required by law, the Village's rules, policies, and procedures relating to conditions of employment are subject to modification by the Village without notice. I understand that the Village is in no way obligated to provide me employment and that I am in no way obligated to accept employment with the Village. This application does not bind either party for a specific period of time regarding employment, and the statements contained herein do not constitute any form of a contract of employment. I understand that except for the Village Administrator or his/her agent, no representative of the Village has any authority to enter into any agreement contrary to the foregoing.

I certify that all answers and statements contained in this application are true to the best of my knowledge and belief. False statements, omissions, or misrepresentations made in any phase of the hiring process, including but not limited to, the completion of any employment application, shall be grounds for excluding an applicant from any examination, or for omission or removal from an eligible register, or for dismissal from the Village of Riverdale after certification or hiring.

EEO Policy

The Village of Riverdale will provide equal opportunity to all employees and applicants for employment regardless of race, color, religion, age, sex, pregnancy, national origin, ancestry, disability (mental or physical), genetic information, military status, marital status, order of protection status, transgendered status, sexual orientation all in accordance with applicable law. Such action shall include, but is not limited to: initial consideration for employment; job placement and assignment of responsibilities; performance evaluation; promotion and advancement; compensation and fringe benefits; training and professional development opportunities; formulation and application of human resources policies and rules; facility and service and accessibility; and discipline and termination.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant

Date

Print Full Name