

Employment Application

Town of Ladoga

Applicant Information

Full Name:			Date:		
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:					
	<i>Street Address</i>			<i>Apartment/Unit #</i>	
	<i>City</i>			<i>State</i>	<i>ZIP Code</i>
Phone:	()	E-mail Address:			
Date Available:		Social Security No.:			
Position Applied for:					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you physically able to lift at least 40 lbs?		

If yes, explain: _____

Education

High School:			Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
College:			Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:			Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:

Previous Employment- Please list only last 10 years of employment history

Company:			Phone:	()		
Address:			Supervisor:			
Job Title:						
Responsibilities:						
From:		To:	Reason for Leaving:			
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Company:			Phone:	()		
Address:			Supervisor:			
Job Title:						
Responsibilities:						
From:		To:	Reason for Leaving:			
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

Company:				Phone:	()
Address:				Supervisor:	
Job Title:					
Responsibilities:					
From:		To:		Reason for Leaving:	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
References					
<i>Please list professional references only if you have not had three separate employers in last 10 years.</i>					
Full Name:				Relationship:	
Company:				Phone:	()
Address:					
Full Name:				Relationship:	
Company:				Phone:	()
Address:					
Full Name:				Relationship:	
Company:				Phone:	()
Disclaimer, Authorization, Understanding and Signature					
<ul style="list-style-type: none"> ○ Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. ○ I understand that as part of the employment process I must submit to a drug test and pre-employment physical which will be paid for by the Town of Ladoga. ○ I authorize you to verify any of the information concerning my employment, education, driving record, criminal history, or with appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree I will serve at the will of the Town of Ladoga and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the Town of Ladoga as they are from time-to-time changed with or without notice to me. I agree that either party may terminate the employment relationship, with or without cause, at any time for any reason. ○ I agree that these arrangements may only be altered in writing directed to me personally by the Town Council or Clerk-Treasurer of the Town of Ladoga. I further agree that my employment is conditional until such time as the results of my pre-employment physical (if such physical is required) are known. 					
Signature:				Date:	

- 1.) Copy of Driver's License and a Certified Driving Record from the BMV must be attached to application.