



**AMERICAN
VILLAGE**
CITIZENSHIP TRUST

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

This application must be completed and executed prior to becoming eligible for employment with the AMERICAN VILLAGE..

Date of Application: _____ **Position(s) applied for:** _____

APPLICANT INFORMATION					
<u>Last Name</u>		<u>First Name</u>		<u>Middle Initial</u>	<u>Social Security Number</u>
<u>Address</u>	<u>Street</u>		<u>City</u>	<u>State</u>	<u>Zip Code</u>
CONTACT NUMBERS	<u>Home Telephone</u>		<u>Work Telephone</u>		<u>Cellular Telephone</u>
	<u>Name of person we may contact if you are unavailable</u>				<u>Telephone Number</u>
Are you available to work:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	Are you willing to work shift work (nights, holidays, weekends, etc)?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Are you available to work:	<input type="checkbox"/> 7:30a-4:30p	<input type="checkbox"/> 7:45a-4:45p	<input type="checkbox"/> 8:00a-5:00p	<input type="checkbox"/> Alternate weekly schedules (Ex. 4 10"s or such as needed)	

GENERAL INFORMATION					
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	May we contact you at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
				If yes, best time to call:	
Have you ever filed an application with the American Village?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give	Date	Position applied for
Have you ever been employed the American Village?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please give	Date	Department/Position
Can you submit legal verification of your right to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.		
Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	On what date would you be available for work?	Date:	
Have you ever been convicted of or pleaded guilty to a felony or misdemeanor, other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes,	When:	Where
For What Crime: (Conviction of a crime will not necessarily disqualify you from employment.)					

DRIVING HISTORY					
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Which State? _____	License No.: _____	Expiration Date: _____
Do you have a commercial driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Which State? _____	License No.: _____	Expiration Date: _____
CDL Class:	<input type="checkbox"/> Class A	<input type="checkbox"/> Class B	List CDL Endorsements:		
Have you incurred any traffic charges within the last three(3) years? Do not include parking tickets.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
If yes, give date(s) and types of charges:					
I hereby direct the Department of Public Safety of Alabama, or any other authorized agency to whom this authorization may be presented to release to AMERICAN VILLAGE or one of it's representatives an abstract of my driving record for the past three-year period to be reviewed by the AMERICAN VILLAGE for use in processing my employment application and determining my suitability for various job assignments.					
Applicant's Signature: _____					Date: _____

EDUCATION

Are you a high school graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, do you have a GED or equivalent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name:		Location:	
College/University Name and Location	Major Course of Study	Completed	Type of Degree
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT HISTORY

Describe your work history beginning with your current or most recent job. Include military and/or volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone numbers for all employers are necessary. A resume may be attached *only* as additional information and will not be accepted in lieu of completing this section.

May we contact your present employer? Yes No

Current/Most Recent Organization/Firm		Street Address		City	State	Zip Code
From Mo/Yr	To Mo/Yr	Telephone		Supervisor's Name and Phone Number		
Official Job Title	Starting Salary	Ending Salary	Reason for Leaving			
Describe Specific Duties:						

Organization/Firm		Street Address		City	State	Zip Code
From Mo/Yr	To Mo/Yr	Telephone		Supervisor's Name and Phone Number		
Official Job Title	Starting Salary	Ending Salary	Reason for Leaving			
Describe Specific Duties:						

Organization/Firm		Street Address		City	State	Zip Code
From Mo/Yr	To Mo/Yr	Telephone		Supervisor's Name and Phone Number		
Official Job Title	Starting Salary	Ending Salary	Reason for Leaving			
Describe Specific Duties:						

Organization/Firm		Street Address		City	State	Zip Code
From Mo/Yr	To Mo/Yr	Telephone		Supervisor's Name and Phone Number		
Official Job Title	Starting Salary	Ending Salary	Reason for Leaving			
Describe Specific Duties:						

- Add additional pertinent information on an additional sheet.

References

Give name, address and telephone number of at least three references who are NOT related to you and are not previous employers.

- 1.
- 2.
- 3.

Skills and Training

Computer Skills:	Skill	Yrs.	Mos.	
	Personal Computer			
	GIS (Software Name: _____)			
<u>Word Processing</u> <input type="checkbox"/> WordPerfect <input type="checkbox"/> Other _____ Yrs _____ Mos. _____	<u>Spreadsheet</u> <input type="checkbox"/> Microsoft Excel <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> Other _____ Yrs _____ Mos. _____	<u>Database</u> <input type="checkbox"/> Microsoft Access <input type="checkbox"/> dBase <input type="checkbox"/> Other _____ Yrs _____ Mos. _____		<u>Graphics</u> <input type="checkbox"/> Microsoft PowerPoint <input type="checkbox"/> Harvard Graphics <input type="checkbox"/> Other _____ Yrs _____ Mos. _____

General Office/Clerical Skills			Equipment Operation Skills			Labor/Maintenance Skills		
Type	Yrs.	Mos.	Type	Yrs.	Mos.	Type	Yrs.	Mos.
Accounting/Bookkeeping			Car/Truck Operation			General Labor		
Payroll			Dump Truck			Construction Labor		
Data Entry/Entry Edit			Tractor/Trailer Hauling			Skilled Labor		
General Office Work			Backhoe			Mechanical Labor		
Various Software:			Motor Grader			Mechanic – Heavy Equipment		
Word			Scraper (PAN)			Mechanic – Automobile		
Excel			Soil Compactor			HVAC		
QuickBooks			Front-End Loader			Plumbing		
Others/List Below			Dozer			Electrical		
			Trackhoe			Concrete		
			Bush Hog			Carpentry		
Supervision _____)								

What special skills, qualifications, training or certifications have you gained from former employers or other experiences which you have gained from former employers or other experiences which relate to the type of work for which you are applying? You can also list additional equipment operated or specify construction experience and/or skills. **Yrs.** **Mos.**

APPLICANT'S STATEMENT

I certify that the information given in this application is true and correct to the best of my knowledge. I understand that this application is not a contract of employment. I understand that submission of this application in no way guarantees me a position with the AMERICAN VILLAGE and that no representative has the authority to enter into any employment agreement with me without prior written consent of the AMERICAN VILLAGE Board of Directors. I further understand that should employment be offered, my employment and compensation may be terminated with or without cause at any time by either the AMERICAN VILLAGE or myself.

I understand that any misrepresentation by me in this application or other employment material will be sufficient cause for cancellation of this application and/or my dismissal at any time during my employment with the AMERICAN VILLAGE. In addition, pursuant to Alabama Code § 25-5-51, **misrepresentation as to preexisting physical or mental condition may void my Workers' Compensation benefits if said benefit is offered or available.**

I authorize the release of high school and college transcripts, information concerning my previous employment and any information my former employers may have pertinent to this application and the employment procedures of the AMERICAN VILLAGE. I release all parties from liability for any damage that may result from requesting, providing, processing, retaining or releasing any information about me. A photographic copy of this authorization shall be as valid as the original.

I understand that information submitted with this application becomes part of the application and the property of the AMERICAN VILLAGE and cannot be returned. I understand that the information I provided on the application may be subject to public disclosure under the Alabama Open Records Law.

I understand that the AMERICAN VILLAGE is an equal opportunity employer and does not discriminate in employment and no questions on this application are used for the purpose of limiting or excluding any applicant's consideration for employment on any basis prohibited by local, state or federal law.

I understand that disclosure of my Social Security number on this application for employment is voluntary, that this information is solicited pursuant to the employer's policies, and that it is intended to be used for the purposes of identification and tracking by the employer in employment transactions.

The American Village may perform background and credit checks. I hereby authorize the American Village and the American Village designated background check service providers to perform any actions necessary to conduct and complete actions applicable to any form of background checks.

By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein.

Applicant's Signature: _____ **Date:** _____