



THE VILLAGE OF NORTH PALM BEACH

APPLICATION FOR EMPLOYMENT

hr@village-npb.org

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____
Resume Received _____	

Position(s) applied for _____ Date of application _____

P E R S O N A L	Last Name _____ First _____ Middle _____	Home Telephone/Area Code _____
	Present Street Address _____ Apt. _____	Business Telephone/Area Code _____
	City, State, Zip _____	Email Address _____
	Were you previously employed by us: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Would you work full-time? _____ Part-time? _____	Date available for work: _____
	If you are under 18 years of age, can you provide required proof of you eligibility to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state the court, nature of offense, disposition of case and date: _____	
	In case of accident notify: _____ Address: _____	Telephone/Area Code: _____ Relationship: _____
	Members of your family employed by the Village of North Palm Beach (including in-laws): _____	

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
	High School					
	Certifications/ Business/Trade /Technical					
	College					
	Graduate/Ph.D.					

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. (Last 10 Years)

1	Company Name	Telephone/Area Code
	Address	Employed - (month and year) From: _____ To _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone/Area Code
	Address	Employed - (month and year) From: _____ To _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone/Area Code
	Address	Employed - (month and year) From: _____ To _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone/Area Code
	Address	Employed - (month and year) From: _____ To _____
	Name of Supervisor	Weekly Pay Start: _____ Last: _____
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	<u>DO NOT CONTACT</u>
Employer Number(s) _____ Reason _____	

MILITARY	Did you serve in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes," in what Branch and attach a copy of DD214.
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SKILLS & QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

REFERENCES

(Not Village employees or relatives)

NAME	AREA CODE/ TELEPHONE	YEARS KNOWN
	()	
	()	
	()	

COMMENTS

(Ask for an additional page, if necessary)

CERTIFICATION AND RELEASE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and/or on this form are grounds for terminating the application process or, if discovered after employment, terminating employment.

The Employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by Local, State, or Federal law. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. Disclosure of a criminal record will not necessarily disqualify you from employment, as the nature of the offense, date, and the position for which you are applying will also be considered.

I understand it is this Company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I further understand that as an applicant or employee of the Village of North Palm Beach, I may be required to take a polygraph examination, and by signature below, I hereby give my consent. Refusal to take a polygraph examination shall be grounds for non-acceptance of an applicant or dismissal from employment.

I certify that the facts set forth on this application are true and correct to the best of my knowledge, and that falsified statements shall be grounds for non-acceptance of an applicant or dismissal from employment.

I authorize the Village of North Palm Beach to investigate my personal, financial, and credit history through agencies or sources of its choice.

SIGNATURE:

X

DATE:
