

# Village of Magnolia

## Application for Employment

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS OR THE PRESENCE OF A NON-JOB RELATED MEDICAL CONDITION OR HANDICAP.

DATE OF APPLICATION \_\_\_\_\_

(PLEASE PRINT)

POSITION(S) APPLIED FOR \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

CAN YOU AFTER EMPLOYMENT PROVIDE A BIRTH CERTIFICATE OR OTHER PROOF OF CITIZENSHIP \_\_\_\_ YES \_\_\_\_ NO

ARE YOU 18 YEARS OF AGE OR OVER \_\_\_\_ YES \_\_\_\_ NO

ARE YOU EMPLOYED NOW? \_\_\_\_ YES \_\_\_\_ NO

CAN WE CONTACT YOUR PRESENT AND/OR PREVIOUS EMPLOYER \_\_\_\_ YES \_\_\_\_ NO

ARE YOU ABLE TO CARRY OUT ALL NECESSARY JOB ASSIGNMENTS AND CARRY THEM OUT IN A SAFE MANNER? \_\_\_\_ YES  
\_\_\_\_ NO

ON WHAT DATE WOULD YOU BE AVAILABLE TO WORK? \_\_\_\_\_

ARE YOU AVAILABLE TO WORK \_\_\_\_ FULL TIME \_\_\_\_ PART TIME \_\_\_\_ TEMPORARY \_\_\_\_ SUMMER

ARE YOU AVAILABLE TO WORK ANY SHIFT? \_\_\_\_ YES \_\_\_\_ NO

DO YOU OBJECT TO SATURDAY WORK? \_\_\_\_ YES \_\_\_\_ NO

IS THERE ANY REASON WHY YOU CANNOT WORK A SPECIFIED WORK SCHEDULE? \_\_\_\_ YES \_\_\_\_ NO IF SO WHY

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# **Village of Magnolia**

## **Applicant's Acknowledgement**

I AGREE TO UNDERGO PRE-EMPLOYMENT DRUG/ALCOHOL TEST. I UNDERSTAND THAT THE RESULTS OF SUCH A TEST WILL BE DISCLOSED ONLY TO THE VILLAGE OF MAGNOLIA OFFICIALS AND OTHERS WITH A NEED TO KNOW, OR AS REQUIRED BY LAW. I UNDERSTAND THAT IF I REFUSE TO CONSENT TO TESTING, FAIL TO PROVIDE A URINE SAMPLE WHEN REQUESTED, PROVIDE A FALSE OR TAMPERED URINE SAMPLE, OR FAIL TO SUCCESSFULLY COMPLETE THE DRUG/ALCOHOL TEST, I WILL NOT BE HIRED, IN ACCORDANCE WITH VILLAGE OF MAGNOLIA'S POLICY.

PERMISSION IS GRANTED TO THE VILLAGE OF MAGNOLIA TO CONDUCT AN INVESTIGATION AND TO SOLICIT INFORMATION AS TO MY EDUCATIONAL AND EMPLOYMENT HISTORY, CHARACTER AND GENERAL REPUTATION AND CRIMINAL CONVICTION RECORD. I RELEASE THE VILLAGE OF MAGNOLIA AND ALL PERSONS AND ORGANIZATIONS FROM ANY LIABILITY ARISING FROM SUCH STATEMENTS, THEIR SOLICITATION OR USE.

I UNDERSTAND THAT THIS EMPLOYMENT APPLICATION AND ANY OTHER COMPANY DOCUMENTS ARE NOT CONTRACTS OF EMPLOYMENT AND THAT ANY INDIVIDUAL WHO IS HIRED MAY VOLUNTARILY LEAVE OR BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE. IF TERMINATED. I AUTHORIZE THE VILLAGE OF MAGNOLIA TO DEDUCT TO THE EXTENT PERMITTED BY LAW, ANY AMOUNT WHICH I MAY OWE TO THE VILLAGE OF MAGNOLIA FROM ANY AMOUNT THE VILLAGE OF MAGNOLIA MAY OWE ME. I UNDERSTAND THAT NO REPRESENTATIVE OF THE VILLAGE OF MAGNOLIA EXCEPT THE VILLAGE COUNCIL, HAS ANY AUTHORITY TO OFFER OR TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY FALSE, INACCURATE, OR OMITTED STATEMENTS OF A MATERIAL FACT COULD BE A CAUSE FOR REJECTION OF MY APPLICATION OR TERMINATION OF MY EMPLOYMENT AT ANY TIME.

I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS.

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SIGNATURE OF APPLICANTDATE

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SIGNATURE OF WITNESSDATE