

**TOWN OF CHASE CITY
APPLICATION FOR EMPLOYMENT**

The Town of Chase City is an equal opportunity employer and does not discriminate in hiring or terms and conditions of employment in any manner as prescribed by law.

Name: _____ **SSN#:** _____
Last First Middle Initial

Address: _____ **Telephone:** _____
Street City/State Zip Code

Position Applying For: _____

EMPLOYMENT HISTORY

(List last three jobs, and if applicable, any additional jobs held during the last three years)

Employer:	Immediate Supervisor	Dates Employed From: To:
Address:		Telephone No.
Job Title:	Starting Salary:	Ending:
Work Performed:	Reason for Leaving:	

Employer:	Immediate Supervisor	Dates Employed From: To:
Address:		Telephone No.
Job Title:	Starting Salary:	Ending:
Work Performed:	Reason for Leaving:	

Employer:	Immediate Supervisor	Dates Employed From: To:
Address:		Telephone No.
Job Title:	Starting Salary:	Ending:
Work Performed:	Reason for Leaving:	

Applicant Name _____

EDUCATION

School	Print Name, Address, City, State and Zip Code for Each School	# _____ Yrs. Completed	Degree/Major
High School			
College			
Graduate School			
Other			

List any professional certifications and licenses held:

CERTIFICATION/LICENSE	ISSUED BY	DATE

Are you legally eligible for employment in the United States? (Y) ___ (N) ___

Are you at least 18 years old? (Y) ___ (N) ___ Are you at least 21 years old? (Y) ___ (N) ___

List any job-related skills or qualifications that support your application: _____

Do you have a non-solicitation or non-compete agreement with any prior employer? _____

Have you filed an application with the Township before? If yes, give date:

May we contact your present employer? (Y) ___ (N) ___ Date available for work: _____

Referred by whom? _____ Do you have a relative working with the Township?

(Y) ___ (N) ___

A resume may be attached to this completed application.

Applicant Name _____

List three individuals (not relatives or former employers) who have known you for at least two years in a professional capacity.

NAME	EMAIL AND TELEPHONE	OCCUPATION

NOTICE TO APPLICANTS

The Town of Chase City (the "Township") is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, ancestry, age, sex, national origin, disability, veteran status or other status protected by law.

The contents of any employee handbook, policies and procedures, or benefits offered to eligible, full-time or part-time, regular employees are subject to amendment, alteration, or abolishment of any or all of these policies and benefits as circumstances warrant with or without advance notice to employees, other than as may be required by law.

Nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Township and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Township.

APPLICANT'S STATEMENT

If I am offered and accept employment with the Town of Chase, I understand that my employment is at-will and that as such the Township and I each remain free to terminate our employment relationship, with or without advance notice for any reason or for no reason at all. I further understand that an oral promise, policy, custom, business practice or other procedure (including any employee handbook or employment related material) does not constitute an employment contract or modification of the at-will employment relationship between the employer and myself. Only the Town Council of the Township has authority to modify the at-will nature of employment or to modify any policy. Any such modification to the at-will status must be in writing as an express amendment to the at-will policy and signed by the Town Manager in order to be enforceable.

I have read, understand, and agree to adhere by the policies as set forth in this application and other employment related materials in the event I am offered employment.

Should I be offered employment I understand that my employment will be contingent upon furnishing proof of my eligibility to legally work in the U. S., the satisfactory completion and maintenance of required contingencies and the general policies of the Township for all employees.

I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application may be cause for dismissal at any time without any previous notice.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give permission to contact schools, previous employers, licensing agencies, boards and associations, references, and others in order to verify the facts and information furnished with regard to my character and qualifications, and hereby release and indemnify the Township, its employees, Council members and agents, and authorized representatives from any claims or liability as a result of such contact. I also hereby release employers, schools, agencies, boards, associations, reporting entities, and other persons from all liability in responding to inquiries in connection with this application.

Print Name: _____

Signature: _____

Date: _____