

VILLAGE OF GRAFTON

Application for Employment

Please print in ink or type all information required

Last Name	First Name	Middle Name
If you have a different name in the past ten years, please state name(s) in full		Social Security Number
Permanent Address (House No. and Street, City, State, Zip Code) If different from Present address		
Area Code- Phone number	Are you a U.S. Citizen? If not, show type of visa assigned	Are you 18 years of age or older
Drivers License Number/State/Class		
<p>Many areas in the Village operate continuously, that is, 24 hours a day, 7 days a week. Please specify IF YOU ARE UNABLE to work at any specific times or days. NO RESTRICTIONS</p>		

U.S. Military		
Branch of U.S. Armed Forces/Nat'l. Guard/Reserves	Date Entered	Date Discharged
Rank or Rating When Entered	Rank or Rating When Discharged or Separated Type or Discharge	Highest rank or Rating Attained
Describe your duties		Serial Number (Social Security Number)
List any special training		

References		
Do not include Relatives, Clergy or former Employers		
Name	Complete Address (Include Zip Code)	
Position or Occupation	Company or Organization	Phone Number
Name	Complete Address (Include Zip Code)	
Position or Occupation	Company or Organization	Phone Number
Name	Complete Address (Include Zip Code)	
Position or Occupation	Company or Organization	Phone Number
Name	Complete Address (include Zip Code)	
Position or Occupation	Company or Organization	Phone Number

Education				
Name of School	Complete Address (Include Zip)	Circle highest year completed at time of application	Did you Graduate?	Degree Received
High School		10 11 12		
College		1 2 3 4		
Graduate School		1 2 3 4		
OTHER (High School Equivalent, Business School, G.E.D., etc.)				
Special Skills or Abilities				

Employment Experience				
List last employer first. Include Military Service				
Name of Company and Complete Address	Your Occupation and Duties	Dates Employed From To	Pay Rate	Reason for Leaving
	Occupation _____	From: _____ To: _____	\$ _____ Per _____	
	Duties _____			
	Occupation _____	From: _____ To: _____	\$ _____ Per _____	
	Duties _____			
	Occupation _____	From: _____ To: _____	\$ _____ Per _____	
	Duties _____			

Applicant – Read Carefully Before Signing

I certify the information presented in this Employment Application is correct and hereby give the Village of Grafton the right to make an investigation based on the information provided. I also understand that misrepresentation of information is grounds for disqualification from further consideration for, or termination from employment.

I understand I may, if hired, terminate my employment with the Village at anytime. The Village may also terminate my employment and compensation at anytime, with or without cause. Nothing contained in the Employment Application, the granting of an interview or the acceptance of an offer of employment is intended or to be construed as a contract of employment.

DATE: _____ SIGNATURE _____