

# Village of Bloomfield Supplemental Application for Employment

Village of Bloomfield is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, sexual orientation, marital status, or the presence of any physical or mental medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job related information.

This application will be given complete consideration, but its receipt does not imply that the applicant will be employed. This application must be received at the Village Clerk's Office by the position deadline date. Village of Bloomfield is not responsible for delays in mailing.

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Personal Data

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
Street Address and PO Box Number                      City                      State                      Zip

Daytime Phone (     ) \_\_\_\_\_ Evening Phone (     ) \_\_\_\_\_

Please account for any time you were not employed after leaving school in the past ten years (you need not list unemployment periods of one month or less).

| Time Period(s) | Reason for Unemployment |
|----------------|-------------------------|
| _____          | _____                   |
| _____          | _____                   |
| _____          | _____                   |
| _____          | _____                   |
| _____          | _____                   |

If you are unable to list all past job or unemployment on this form, please attach additional information on a blank sheet of paper.

Important

Please read carefully and initial each paragraph before signing.

By my signature and initials placed below, I attest that the information provided in this employment application (and accompanying resume, if any) is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment, if discovered after hire. I agree to immediately notify Village of Bloomfield if I should be convicted of a felony, or any crime involving dishonesty or breach of trust while on my job application is pending or during my period of employment, if fired.

\_\_\_\_\_Initials

I authorize the investigation of all statements contained in this application (and accompanying resume). I also authorize Village of Bloomfield to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that Village of Bloomfield may request a background investigation. I understand that the background investigation may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that I have the right to make a written request to Village of Bloomfield, within a reasonable time, for the disclosure of the nature and scope of the background investigation.

\_\_\_\_\_Initials

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide Village of Bloomfield with relevant information and opinion that may be useful to the Village of Bloomfield in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_Initials

I give permission for a complete post offer physical examination, including a drug screening exam and x-rays, and I consent to the release to Village of Bloomfield of any and all medical information, as may be deemed necessary by the Village of Bloomfield in judging my capability to the work for which I am applying.

\_\_\_\_\_Initials

I understand that if my employment is terminated by for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME DURING THE PROBATION PERIOD. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

\_\_\_\_\_Initials

Signed \_\_\_\_\_ Date \_\_\_\_\_

Do you have a valid driver's license?

yes

no

Do you have all the licenses and professional certifications listed in the job announcement, job advertisement, or job description for the job for which you are applying? (Please attach copies of all licenses/certifications required for this job to your application.)

yes

no

REQUIRED INFORMATION SUPPLEMENT  
Conviction Record Information

IMPORTANT: PLEASE READ ENTIRE DOCUMENT BEFORE COMPLETING

Employment may be refused to any individual who has been convicted of a felony, or is subject to a pending criminal charge, or is not bondable (where bondability is required), if the circumstances of the pending charge or conviction substantially relate to the circumstances of the particular job.

Information provided on this form will be evaluated by the Village Board on a case-by-case basis and will only be shared with the appointing authority when it is determined that the circumstances of a pending charge or conviction substantially relate to the circumstances of the particular job. Upon request, you may discuss any circumstance confidentially with the Village Board.

**Any false information or omission on this form will disqualify you from further consideration for employment, and will be grounds for dismissal, if discovered at a later date.**

I agree to immediately notify Village of Bloomfield of any changes in this information while my job application is pending.

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever been convicted of a felony?                       yes                       no

Are you subject to any pending charges at this time?                       yes                       no

If you answered yes to either of these questions, please complete the chart below.

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CHARGE	NATURE OF OFFENSE	DATE	CITY/STATE	DISPOSITION OF CASE

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT DATA RECORD

Village of Bloomfield is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, creed, religion, sex, national origin, age, marital status, sexual orientation, military status, any non-job related disability or medical condition, or any other basis prohibited by federal, state, or local law. No question on this form is intended to secure information to be used for discrimination.

As an employer taking affirmative action to ensure the removal of any possible past discrimination, and to help comply with governmental record-keeping requirements, we would ask your cooperation in completing this form. However, COMPLETION OF THIS FORM IS STRICTLY VOLUNTARY and will not be considered as a disqualifying factor for employment. This information will be kept in a confidential file, SEPARATE FROM YOUR APPLICATION FOR EMPLOYMENT, and is for statistical purposes only.

Name \_\_\_\_\_ Date \_\_\_\_\_

Personal Traits:

- Gender            Male                        Female
- Marital Status    Single                        Married
- Race/Ethnic      White                        African American
- Hispanic                        Asian
- American Indian/Alaskan Native
- Native Hawaiian/Pacific Islander

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SPECIAL NOTICE TO VETERANS

Government contractors are subject to Section 402 of the Vietnam Veterans Readjustment Act of 1974 that requires contractors to take affirmative action to employ and advance, in employment, qualified veterans of the Vietnam Era and other eligible veterans.

Check the appropriate box below:

- Vietnam Era Veteran
- Other Eligible Veteran

*We appreciate your cooperation in providing this information.*

ATTENTION  
ALL VILLAGE OF BLOOMFIELD APPLICANTS

ALL APPLICATIONS MUST BE FULLY COMPLETED. A RESUME MAY BE ADDED ONLY TO SUPPLEMENT INFORMATION REQUESTED ON THE APPLICATION FORM. INCOMPLETE APPLICATIONS OR APPLICATIONS THAT ASK US TO REFER TO THE RESUME WILL DISQUALIFY YOU FROM THE POSITION.

IF YOU HAVE QUESTIONS CONCERNING THIS POLICY, PLEASE ASK.

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IN ADDITION, VILLAGE OF BLOOMFIELD HAS A NEPOTISM POLICY AS FOLLOWS:

NEPOTISM OR CONFLICT OF INTEREST COMPLIANCE

A person may not be offered or hold this position if the employment would result in that person being a supervisor or subordinate to an immediate family member. "Immediate family" includes the employee's spouse, brother, sister, parents, children, step-children, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member residing in the employee's household.

A person may not be offered this position if employment would create either a conflict of interest or the appearance of a conflict of interest.

Do you have an "immediate family" member currently working for the Village of Bloomfield?

yes                       no

If you answered yes, please list the name, relationship and department of that person.

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*