

# Employment Application

## Village of Ogden, IL

Employer: Village of Ogden

Position Applied For: Part-Time Village Secretary

Date of Application: \_\_\_\_\_



## I. Applicant Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Are you at least 18 years of age?

☐ Yes ☐ No

## II. Employment Availability

Available Start Date: \_\_\_\_\_

Days/Hours Available to Work: \_\_\_\_\_

Are you able to perform light janitorial and facility maintenance duties as part of this position?

☐ Yes ☐ No

## III. Education

High School Name: \_\_\_\_\_

Did you graduate? ☐ Yes ☐ No

Diploma/GED: ☐ Diploma ☐ GED

College / Technical School (if applicable): \_\_\_\_\_

Degree or Coursework Completed: \_\_\_\_\_

## IV. Employment History

(Start with most recent employer)

### Employer #1

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Primary Responsibilities: \_\_\_\_\_

## **Employer #2**

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Primary Responsibilities: \_\_\_\_\_

## **V. Skills & Experience**

(Check all that apply)

- ☐ Office administration
  - ☐ Customer service / public interaction
  - ☐ Record-keeping and filing
  - ☐ Preparation of board packets
  - ☐ Cash handling or payment processing
  - ☐ Basic bookkeeping or financial reporting
  - ☐ Microsoft Word / Excel / Email
  - ☐ Proficient in other standard office software and additional computer applications (please list)
- 
- ☐ Website or public posting updates
  - ☐ Cleaning / janitorial duties
  - ☐ Other (please describe): \_\_\_\_\_

## **VI. References**

(Professional references preferred)

### **Reference #1**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **Reference #2**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

## **VII. Additional Information**

Please describe any experience, training, or skills that would be helpful in performing the duties of a Part-Time Village Secretary for the Village of Ogden:

## **VIII. Applicant Certification**

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification from consideration or termination of employment if discovered at a later date.

I understand that, if hired, I will be required to comply with all Village of Ogden policies, procedures, and regulations.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **IX. Equal Employment Opportunity Statement**

The Village of Ogden is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.