

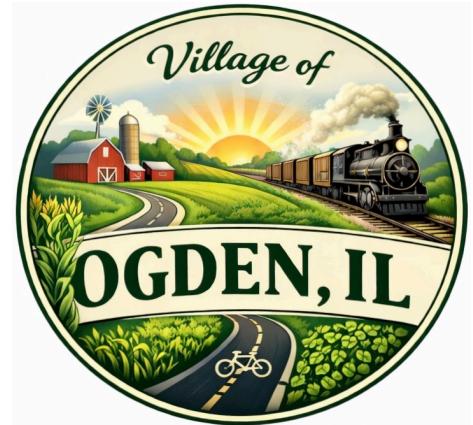
Employment Application

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.