

LEVAN TOWN

APPLICATION for TOWN HALL CUSTODIAN

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THIS APPLICATION.

All requested information must be furnished. The information you give will be used to determine your qualifications for employment. It is important that you answer all questions fully and accurately, failure to do so may delay your consideration and could mean loss of employment opportunities. If an item does not apply to you, or if there is no information to be given, please write in the letters "NA" or Not Applicable. You must sign and date this application. Please attach a resume with references to the back of this application.

(Print clearly in black ink)

POSITION: TOWN HALL CUSTODIAN

1. Type of employment: PART-TIME
2. Salary offered: \$_____ per month.

PERSONAL INFORMATION:

3. Name: _____
(First) (Middle initial) (Last)

Address: _____
(Street/P.O. Box) (City) (State) (Zip)

Home Phone: _____ Other Phone: (specify) _____

4. Are you at least 16 years of age? Yes No
5. Are you a citizen of the U.S. or are you a lawfully immigrated alien who is legally eligible to work?
 Yes No

6. Have you been convicted of a felony within the last 10 years? Yes No

If yes, explain: _____
**Please note: A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

7. Do you have any physical, mental or medical impairment that would prevent you from performing the essential functions of the job you are applying for? Yes No

If yes, explain: _____
**Please note: Levan Town will make reasonable accommodation for qualified handicapped individuals as required by law.*

8. Do you have a valid Driver's License? Yes No Number _____

Experience: Begin with your present or most recent job and describe all periods of employment, such as paid (full or part time), volunteer (full or part time), self employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary, using the same format.

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

SKILLS AND ABILITIES

What skills and abilities do you have that you feel would help you in accomplishing this job?

EDUCATION

Have you graduated from high school or completed a GED or equivalent? () Yes () No

Name and location of high school:

If no, circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

College, Business or Type of Technical College Name/Location	Dates Attended	Official Major and area of emphasis	Credit Hours completed	Date Graduated	degree obtained
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Other Education, trade school, correspondence etc... (Please specify as above)

CERTIFICATION

Levan Town is an Equal Opportunity Employer and provides that employment and promotion shall be based on merit and qualifications, and shall in no way be influenced by race, religion, sex, color, national origin, age or handicap.

Be careful that you have answered all questions on your application correctly and consider all statements fully so that your eligibility can be decided on all the facts. **Sign your name below in ink.**

The information I have given on this application is true and correct to the best of my knowledge. Levan Town is authorized to make of all prior employment records; and authorize investigation of all statements in this application and/or statements made in the interviewing process. I understand that misrepresentation or omission of facts or falsification may subject me to disqualification or dismissal.

Date: _____

Signature of Applicant: _____