



Valley Village Employment Application

Valley Village is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

(PLEASE PRINT IN INK)

Position(s) Applied For			Date of Application	
Last Name		First Name		Middle Name
Address		City	State	Zip Code
Telephone Number		Alternate Number (if any)		Email Address
How Did You Hear About Us? <input type="checkbox"/> Indeed.com <input type="checkbox"/> Current Employee _____ <input type="checkbox"/> Other				

Are you legally eligible to work in the United States?

YES NO

(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18 years?

YES NO

(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential functions of this job?

YES NO

(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)

Have you ever applied to Valley Village (or Valley Cares) before? (If yes, please give date.)

YES NO

Have you ever worked for Valley Village (or Valley Cares) before? (If yes, please give date.)

YES NO

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you.)

YES NO

If yes, please explain: _____

Do you have a valid driver's license? (For driving positions only.)

YES NO

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Have you been convicted of any moving violations in the past five years? YES NO

If yes, please explain: _____

Is anyone related to you employed by Valley Village? YES NO

If yes, please give their name and relationship to you. _____

What salary or rate of pay do you expect to receive if employed? _____ per _____

Have you ever been fired or asked to resign from a job? YES NO

If yes, please explain.

On what date would you be available to start working? _____

Please indicate what hours you are available to work on each day.

For your reference, TYPICAL SHIFTS are as follows:

Resident Assistant shifts: 6 am-2 pm, 2 pm-10 pm, 10 pm-6 am.

Kitchen shifts: 6 am-2 pm, 11 am-7 pm, 2 pm-7 pm.

Housekeeping shifts: 8 am-2 pm or 8 am-4 pm.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/Degree
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES ☐ NO ☐

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Please give dates and explanation:

EMPLOYMENT HISTORY *(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Valley Village.)*

Company Name	Employment Dates From To	Salary \$	Name & Title of Supervisor
Address	Job Title:		
	Describe your duties:		
Phone			
Reason for leaving and explanation			

Company Name	Employment Dates From To	Salary \$	Name and Title of Supervisor
Address	Job Title:		
	Describe your duties:		
Phone			
Reason for leaving and explanation			

Company Name	Employment Dates From To	Salary \$	Name and Title of Supervisor
Address	Job Title:		
	Describe your duties:		
Phone			
Reason for leaving and explanation			

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three people who are not related to you - preferably previous supervisors - who can provide professional references.)

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Name	Email Address	Phone Number	How You Know Them	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Valley Village that such employment with Valley Village is at will, for no specified duration and may be terminated by either Valley Village or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Valley Village or its representatives used during the employment process is deemed a contract of employment real or implied. In consideration for employment with Valley Village, if employed, I agree to conform to the rules, regulations, policies and procedures of Valley Village at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Valley Village's business, attendance and punctuality are considered essential requirements of every job at Valley Village and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with Valley Village, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Valley Village and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three (3) months. If I wish to be considered for employment after this period I may be required to fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

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Signature

Date

Name and number of person completing this form if other than applicant:

VALLEY VILLAGE IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

**Please return this completed application to Becca, HR & Outreach Director, at
BSchaefer@valleyvillagevt.org or mail it to: Valley Village, PO Box 341, Townshend, VT, 05353**