

Village of Alhambra Part Time Clerk

Please complete the following job application form to be considered for employment.

Personal Information

Name: _____ Phone: _____

Address: _____ Email Address: _____

Are you authorized to work in the US? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

Education

Highest Level of Education Completed: _____

Name of Institution: _____

Dates Attended: _____

Degree or Certification Earned: _____

Major or Field of Study: _____

Work Experience

Employer: _____ Job Title: _____

Job Duties: _____

Dates of Employment: _____

Employer: _____ Job Title: _____

Job Duties: _____

Dates of Employment: _____

Employer: _____ Job Title: _____

Job Duties: _____

Dates of Employment: _____

References (Provide name, job title and contact information)

Skills and Qualifications (Please list skills applicable for this position)	
Clerical Skills	
Software Skills (Word, QuickBooks, etc)	
Customer Service Skills	

Acknowledgment and Signature	
Applicant's Signature	
Date	

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that any false statements may disqualify me from employment, or result in termination if I am already employed.

Completed forms can be dropped off at Village Hall, emailed to vofa@agtelco.com or mailed to

Village of Alhambra
PO Box 309
Alhambra, IL 62001

If you have any questions, please contact Mayor John Mindrup at 618 488 3505