



APPLICATION FOR EMPLOYMENT (Please Print)

SECTION 1 – JOB INFORMATION

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States? Yes No

Position(s) Applied For _____ Date Of Application _____

Name _____ Phone # (____) _____
(Last) (First) (Middle)

Address _____ City _____ State _____ Zip Code _____

Social Security # _____ Driver's License # _____

Have you ever been convicted of a felony or misdemeanor? Yes No

Such conviction will not automatically bar you from employment

If yes, please describe the offense and provide the date, city, county and state in which you were convicted: _____

Have you been convicted of any driving violations in the last 5 years? Yes No

If yes, please state the nature of the violation(s), date(s) and location(s) _____

SECTION 2 – EDUCATION

SCHOOL	SCHOOL NAME AND LOCATION	# OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA/DEGREE RECEIVED
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
OTHER (PLEASE SPECIFY)				

Skills and Qualifications – Please list any special training, skills, licenses, certifications and/or characteristics that demonstrate you are a qualified for the position you are applying for: (additional work experience, publications, activities, accomplishments)

List any professional trade, business or civic associations of which you are a member and any offices held.

SECTION 3 – EMPLOYMENT HISTORY

Please list the names of all your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any verifiable work performed on a volunteer basis, internship, or military service.

Employer _____
(Name) _____ (Address) _____ (Type of Business) _____

Telephone (_____) _____ Dates Employed: From _____ To _____

Wages: Start \$ _____ Final \$ _____ Reason for Leaving _____

Job Title _____ Job Duties _____

May We Contact _____ If no, please explain _____

Employer _____
(Name) _____ (Address) _____ (Type of Business) _____

Telephone (_____) _____ Dates Employed: From _____ To _____

Wages: Start \$ _____ Final \$ _____ Reason for Leaving _____

Job Title _____ Job Duties _____

May We Contact _____ If no, please explain _____

Employer _____
(Name) _____ (Address) _____ (Type of Business) _____

Telephone (_____) _____ Dates Employed: From _____ To _____

Wages: Start \$ _____ Final \$ _____ Reason for Leaving _____

Job Title _____ Job Duties _____

May We Contact _____ If no, please explain _____

SECTION 4 – REFERENCES

NAME	RELATIONSHIP	PHONE #	YEARS KNOWN

SECTION 5 - MISCELLANEOUS

Earliest date you can start work? _____ How did you hear about this position? _____

Are any of your relatives employed by the Village of Elwood? _____

If yes, please list name and relationship _____

Have you ever been dismissed from a job? _____ If yes, please explain _____

If you possess any licenses or certificates to practice a trade or profession, please list _____

SECTION 6 – CERTIFICATION AND AUTHORIZATION BY APPLICANT

PLEASE READ THE FOLLOWING CAREFULLY

Employees of the Village and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to religion, political affiliation, national origin, disability, marital status, gender or age (except where a bona fide occupational qualification exists).

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reasons to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract for employment.

I authorize the Village and its officers and employees to investigate and verify any information I have provided in the Application and/or other materials I have submitted with it, to obtain any records of criminal conviction(s) concerning me, to contact and obtain information on academic, work, attendance, disciplinary history, references and any other information from my prior employers or schools, I have attended. I also authorize any prior employer, referenced school or other individual or entity that I have listed on the Application to provide any of this information to the Village. Pursuant to the Illinois Personnel Record Review Act, 820 ILCS 40/0.01 et seq., I hereby waive written notice from my current employer and any previous employers and authorize the release of information regarding any disciplinary actions taken against me. I agree to waive any claim or action in law or equity and release from any claim liability by me whatsoever, the Village of Elwood, its officers, agents and employees, and any of the persons or entities listed by me on the application, their officers, agents and employees, arising from the investigation, verification, or providing of information authorized or requested pursuant to the application for employment with the Village.

I also understand that, if I am hired, I am required to abide by all rules, ordinances and regulations of the Village and that I may be required as a condition of employment to submit to a pre-employment drug and/or alcohol test, physical examination and/or a job-related ability test. I hereby consent to such tests that may be required to make a decision on my employment. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

****The Village Of Elwood Is An Equal Opportunity Employer****