



98 East Third Street
Manteno, IL 60950

Employment Application

(Please Print)

Equal access to Village programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position Applied For: _____ Date of Application _____

Name: (Last) _____ (First) _____ (MI) _____

Address _____
(Street) (City) (State) (Zip)

Drivers License No. _____ Home Phone: (_____) _____

Type of Employment Desired (Check all that apply) Cell Phone: (_____) _____

___ Full Time ___ Part-Time ___ Seasonal Email Address: _____

___ Temporary Have you reached your 18th birthday? ___ Yes ___ No

Are you legally eligible for employment in the United States? ___ Yes ___ No
(Proof of U.S. citizenship or immigration status will be required upon employment.)

Have you ever plead "guilty" or "no contest" to, or been convicted of a felony? ___ Yes ___ No
(Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of adjudication or arrest of juvenile records.) If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY

List your last three (3) employers, starting with the most recent, including military experience:

Employed by: _____ From _____ To _____

Address: _____ Phone (_____) _____

Job Title: _____ Name and Title of Supervisor _____ May we contact? _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Briefly describe the nature and duties of your position: _____

Employed by: _____ From _____ To _____

Address: _____ Phone (_____) _____

Job Title: _____ Name and Title of Supervisor _____ May we contact? _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Briefly describe the nature and duties of your position: _____

Employed by: _____ From _____ To _____

Address: _____ Phone (_____) _____

Job Title: _____ Name and Title of Supervisor _____ May we contact? _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Briefly describe the nature and duties of your position: _____

REFERENCES

Give name, address and telephone number of three references who are not related to you:

1. _____ (_____) _____
2. _____ (_____) _____
3. _____ (_____) _____

EDUCATION

High School Name and Location: _____

Years Completed: 9 10 11 12

Diploma/Degree _____

College/University Name and Location: _____

Years Completed: _____

Diploma/Degree _____

Describe Course of Study: _____

Other – Name and Location: _____

Years Completed: _____

Diploma/Degree _____

Describe Course of Study: _____

JOB QUALIFICATIONS

Please list any current licenses, certificates or registrations that are required for the position for which you are applying.

JOB SKILLS

List any additional license, certificates, computer software knowledge skills, experiences or training that may qualify you for work with the Village.

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I give the Village the right to investigate all references and past employment and to secure additional information about me, if job related. I hereby release from liability the Village, its employees and it representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that either as a condition of the Village’s pre-employment testing process or as a condition of employment I may be required to submit to a criminal background investigation (excluding expunged juvenile records), complete satisfactorily a physical agility test, physical examination, including testing for drug and/or alcohol use, polygraph testing, psychological testing and credit check. I authorize the release of the results of those tests and exams to the village. I release the Village, its employees and all third party contractors from any claim arising out of such exams and tests, and waive all rights to damages of any form I may suffer from submitting to such exams and tests.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that, just as I can terminate the employment relationship at any time for any reason, so too, the village may terminate my employment or change any term or condition of employment at any time and for any or no reason, with or without notice. I understand that no representative of the Village has the authority to make any assurances to the contrary.

I understand that the Village is an Equal Opportunity Employer, the Village does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state or federal law.

I understand that it is the Village’s policy not to refuse to hire a qualified individual with a disability because of that person’s need for an accommodation that would be required by the ADA.

I certify that I have read and understood the foregoing agreement and that no one has made any promise or agreement contrary to it, and agree to be bound by its terms.

PLEASE READ STATEMENTS ABOVE BEFORE SIGNING

SIGNATURE OF APPLICANT _____ **DATE** _____