

# Village of Elburn

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the American's with Disabilities Act, applicants may request accommodations needed to participate in the application process. You as the APPLICANT are NOT obligated to disclose an expunged record or arrest.

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone No. \_\_\_\_\_

Referred By \_\_\_\_\_ Are you 18 years of age or older? Yes No  
Circle One

### EMPLOYMENT DESIRED

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are You Employed Now? Yes No If So May We Inquire of Your Present Employer? Yes No  
Circle One Circle One

Ever Apply to the Village of Elburn Before? Yes No Where? When?  
Circle One

### EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?		Subjects Studied and Degree(s) Received
			Yes	No	
Grammar School			Yes	No	
High School		1 2 3 4	Yes	No	
College		1 2 3 4	Yes	No	
Trade, Business or Correspondence School		1 2 3 4	Yes	No	

### GENERAL

Subjects of Special Study or Research Work \_\_\_\_\_

Job Related Skills (typing, driver's license, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last  
First  
Middle

## FORMER EMPLOYERS

List below your last four employers, starting with the most recent

Date Month and Year	Name and Address of Employer	Ending Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

## REFERENCES

List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1			
2			
3			

If you are being hired by the Village of Elburn, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

## AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Village. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Village unless made in writing.**

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Village and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Village the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Village's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Village to hire. If hired, I agree to abide by all Village work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature