

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.

PERSONAL INFORMATION

Date _____				
Name				
Last	First	Middle		
Present Address				
Street	City	State	Zip	
Permanent Address				
Street	City	State	Zip	
Phone No.		Email		
Referred By		Are you 18 years of age or older?		Yes No
		Circle One		

Last

First

EMPLOYMENT DESIRED

Position	Date You Can Start	Salary Desired
Are You Employed Now? Yes No		
Circle One		
If So May We Inquire of Your Present Employer? Yes No		
Circle One		
Ever Applied to the Village Before? Yes No		
Circle One		
Where?		When?

Middle

EDUCATION

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

GENERAL

Subjects of Special Study or Research Work

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

FORMER EMPLOYERS

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

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	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 Aquainted
1			
2			
3			

If you are being hired by the Village, 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 Village.

I understand that any employment is conditioned on a background check. I authorize the Village 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 Village, without giving me prior notice of such disclosure. In addition, I release the Village, 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 hire. If hired, I agree to abide by all Village work rules, policies and procedures. The Village retains the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature
