

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

EDUCATION

Name and Location of School	Circle				Subjects Studied and Degree(s) Received
	Last Year Completed	Did You Graduate?			
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	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 for at least one year.

Name	Position	Phone	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 discloses 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