

Village of South Elgin

10 North Water Street, South Elgin, IL 60177

Phone: 847-742-5780 Fax: 847-742-6908

The Village of South Elgin is an Equal Opportunity Employer and is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without regard to race, color, religion, sex, national origin, sexual orientation, age, veteran status, disability, or any other basis prohibited by the law. If you require a reasonable accommodation to complete this application or to participate in the application or interview process, please contact the Village Administrator at the above address or telephone number. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your capabilities if you are employed with us.

PERSONAL INFORMATION

(Please print clearly and answer all questions)

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

Maiden*: _____ Date Last Used: _____
(*or other name formerly used) (MO)/(YR)

Current Address: _____
(Street Address) (City, State, Zip)

Home Phone: _____ Cell Phone: _____

Personal Email: _____

EMPLOYMENT DESIRED

(Please print clearly and answer all questions)

Position: _____ Date Available: _____

Salary Desired: \$ _____ Annual \$ _____ Per Hour

Are you presently employed? Yes No Are you over the age of 18? Yes No

Are you legally authorized to work in the United States without restriction? Yes No

(Proof of identity and employment eligibility will be required upon hire.)

If employment is offered, do you intend to have any type of secondary employment or self-employment? Yes No

If required, would you be willing to work (please check one box in each category)

Overtime: Yes No Holidays: Yes No Weekends: Yes No

Indicate the days or nights you are not available to work, if any: _____

Have you ever applied to the Village of South Elgin? Yes No If yes, when? _____

Have you ever been employed by the Village of South Elgin? Yes No If yes, when? _____

Do you have any relatives employed by the Village of South Elgin? Yes No

If so, who? _____

DRIVING RECORD

(If you are applying for a position that involves driving on the job, please answer the following questions.)

Do you have a valid unexpired license to drive a vehicle? Yes No

Do you have auto insurance coverage? Yes No

Has your license been revoked or suspended during the past five (5) years? Yes No

If yes, please explain: _____

EDUCATION & TRAINING

(Please print clearly and answer all questions)

Indicated the highest level of education completed:

High School Technical/Trade School College/University Graduate School

School/College Name (Begin with High School)	Location (City/State)	Course Study	Years Completed	Graduated (Y/N)	Degree

List other degrees, licenses, training, skills, specialized work experience or other factors that should be considered:

PREVIOUS RESIDENCES

(Please print clearly and answer all questions)

List the city, country and state of all your previous residences in the last seven years:

City	County	State	From (MM/YY)	To (MM/YY)

ILLEGAL USE OF DRUGS

(Please print clearly and answer all questions)

Do you currently engage in the illegal use of drugs (including prescription drugs written for someone else)? Yes No

Are you willing to be tested for the illegal use of drugs? Yes No

EMPLOYMENT HISTORY

(Please print clearly and answer all questions)

Listing the most recent position first, provide the following information regarding your previous employment. Please complete all of the employment history in full. Incomplete information could disqualify you from further consideration. *Attach your resume to this application.*

Company: _____ Phone: _____

Type of Business: _____ City: _____ State: _____

Employed: From (MM/YY) _____ To (MM/YY) _____ Your Exact Title/Position: _____

Supervisor's Position: _____ Immediate Supervisor: _____

Reason for Leaving: _____ May we contact? Yes No

Description of duties, responsibilities, and accomplishments:

Company: _____ Phone: _____

Type of Business: _____ City: _____ State: _____

Employed: From (MM/YY) _____ To (MM/YY) _____ Your Exact Title/Position: _____

Supervisor's Position: _____ Immediate Supervisor: _____

Reason for Leaving: _____ May we contact? Yes No

Description of duties, responsibilities, and accomplishments:

Company: _____ Phone: _____

Type of Business: _____ City: _____ State: _____

Employed: From (MM/YY) _____ To (MM/YY) _____ Your Exact Title/Position: _____

Supervisor's Position: _____ Immediate Supervisor: _____

Reason for Leaving: _____ May we contact? Yes No

Description of duties, responsibilities, and accomplishments:

Are you currently bound by any employment agreement or non-compete agreements? Yes No

If yes, please list:

May we contact your current employer? Yes No

MILITARY EXPERIENCE

(Please print clearly and answer all questions)

If you have ever served in the U.S. Military, please complete the following:

Branch of Service	Rank Attained	Special Training	From (MM/YY)	To (MM/YY)

PROFESSIONAL REFERENCES

(Please print clearly and answer all questions)

Please list three professional references that are not related to you.

Name: _____
Company: _____
Business Phone: _____
Business Address: _____

Title: _____
Relationship: _____
Business Email: _____

Name: _____
Company: _____
Business Phone: _____
Business Address: _____

Title: _____
Relationship: _____
Business Email: _____

Name: _____
Company: _____
Business Phone: _____
Business Address: _____

Title: _____
Relationship: _____
Business Email: _____

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please explain: _____

Please read carefully before signing.

The Village of South Elgin is an equal opportunity employer. I understand that no question being asked as part of my consideration for employment is intended to be unlawful. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation by the Employer to hire me. If I am hired, I understand that either the Employer or I can terminate my employment at any time with or without any reason.

All of the information I have given to the Employer in considering me for employment is truthful. I understand that I am not obligated to disclose expunged juvenile records of adjudication, conviction, or arrest. No other information has been concealed or intentionally omitted. I understand that the Employer may decide to conduct drug screenings and criminal background checks*. I authorize, to the fullest extent permitted by law, any such drug screening and/or criminal background check as well as the investigation of all other matters concerning my consideration for employment. I understand that all offers of employment are contingent upon the receipt of a favorable result of any such drug screening, criminal background check and other investigated matter. I authorize the Employer to conduct the screening, background check or investigation directly or through its agents, and further authorize my former employers, references, physicians, and acquaintances to give any such information they may have regarding me. I release and indemnify this Employer, as well as any parties from whom information is obtained, from any liability whatsoever resulting from the drug screening, criminal background check or any other investigation and release of this information. If any information I have given to the Employer is untrue or misleading, if I have concealed any information, or adverse information is discovered through the investigation, I understand that this may result in the denial of employment, revocation of an offer of employment, or termination of employment.

*Criminal background checks can only be conducted once the applicant has either been a) determined qualified for the position applied for and has been offered the opportunity to interview for the position, or b) after a contingent offer of employment has been made if an interview was not conducted.

Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory: overtime, change in work location, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. Additionally, I am aware that my employment is contingent on operational requirements.

Date _____ Signature _____