



# VILLAGE OF RIVER GROVE

## APPLICATION FOR EMPLOYMENT

*The Village of River Grove offers equal employment opportunity to all persons without unlawful regard to race, color, religion, marital or veteran's status, sex, national origin, disability or any other legally protected status.*

**PLEASE COMPLETE THE ENTIRE APPLICATION EVEN IF YOU ARE SUBMITTING A RESUME.**

### PERSONAL INFORMATION:

Position(s) applied for: \_\_\_\_\_ Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Are you lawfully permitted to work in the United States? YES NO

Do you possess a valid driver's license from the state of Illinois? YES NO

Do you possess a CDL license from the state of Illinois? YES NO

Have you ever been found guilty of a crime other than a petty moving violation? YES NO

*Applicant is not obligated to disclose sealed or expunged records of conviction or arrest pursuant to section 12 of the IL Criminal ID Act, 20 ILCS 2630112. Applicants may be requested to provide additional information regarding criminal convictions to assist the Village in evaluating qualifications for employment in the position sought. A criminal conviction will not automatically bar an applicant from employment.*

**EMPLOYMENT DESIRED:** circle one Full-Time Part Time Seasonal

Please list all days and hours are you able to work:

\_\_\_\_\_

May we contact your present employer? YES NO

On what date can you begin working? \_\_\_\_\_

Have you ever been employed by the Village of River Grove? YES NO

If yes, when and in what position? \_\_\_\_\_

**EMPLOYMENT HISTORY:**

Please list your last three employers. **Begin with your present or most recent employer.** Include all jobs held for the last five years as well as military service assignments, volunteer activities, and periods of unemployment. You may exclude organization names which indicate race, color, religion, gender, national origin, sexual orientation, marital or veteran status, handicap, disability, ancestry or any other legally protected status. Continue on a separate sheet of paper is necessary.

1. Company Name / Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Full Time                      Part Time                      Seasonal

Starting Salary: \_\_\_\_\_ Current/Ending Salary: \_\_\_\_\_

Briefly Describe the Nature and Duties of Your Position:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving or Seeking New Position:

\_\_\_\_\_  
\_\_\_\_\_

2. Company Name / Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Full Time                      Part Time                      Seasonal

Starting Salary: \_\_\_\_\_ Current/Ending Salary: \_\_\_\_\_

Briefly Describe the Nature and Duties of Your Position:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving or Seeking New Position:

\_\_\_\_\_  
\_\_\_\_\_

3. Company Name / Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Full Time

Part Time

Seasonal

Starting Salary: \_\_\_\_\_ Current/Ending Salary: \_\_\_\_\_

Briefly Describe the Nature and Duties of Your Position:

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Reason for Leaving or Seeking New Position:

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<b>EDUCATION</b>	<b>NAME AND LOCATION</b>	<b>NUMBER OF YEARS COMPLETED</b>	<b>MAJOR FIELD OF STUDY</b>	<b>DID YOU GRADUATE</b>
<b>HIGH SCHOOL</b>				<b>YES    NO</b>
<b>UNDERGRADUATE COLLEGE / UNIVERSITY</b>				<b>YES    NO</b>
<b>GRADUATE COLLEGE / UNIVERSITY</b>				<b>YES    NO</b>
<b>TRADE / VOCATIONAL SCHOOL</b>				<b>YES    NO</b>

**SKILLS AND QUALIFICATIONS:**

Please summarize any job related specialized training, experience, skills, qualifications, certificates and licenses you possess:

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**REFERRAL SOURCE:**

Please tell us how you heard about the position for which you are applying (i.e., newspaper ad, walk-in, friend, current Village employee, etc.):

\_\_\_\_\_

**REFERENCES**

**Please List 2-3 References – Do not list family members**

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number \_\_\_\_\_

Job Title \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT STATEMENT:**

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of River Grove.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I understand that no representative of the Village of River Grove other than the designated Village representative has any authority to enter into any agreement contrary to the foregoing. If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

My signature below confirms that I have read and understand the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date