



TO BE CONSIDERED FOR
EMPLOYMENT, ALL REQUIRED
INFORMATION MUST BE COMPLETED

**APPLICATION
FOR
EMPLOYMENT**

IMPORTANT INSTRUCTIONS

MAKE SURE YOU MEET THE SPECIFIED QUALIFICATIONS FOR THE POSITION BEFORE YOU FILL OUT THIS APPLICATION. A COPY OF THE DESCRIPTION FOR THE POSITION FOR WHICH YOU ARE APPLYING IS AVAILABLE IN THE PERSONNEL OFFICE. THE DESCRIPTION DEFINES THE MINIMUM QUALIFICATIONS YOU SHOULD POSSESS IN ORDER TO BE CONSIDERED FOR THE POSITION.

All statements are subject to investigation and verification. Any false statement will be cause for rejection and/or termination of employment with the Village.

EQUAL OPPORTUNITY EMPLOYER

The Village of Elk Grove Village will consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, handicap, disability or any other legally protected status, in accordance with applicable legal requirements.

FILL OUT APPLICATION ON TYPEWRITER OR PRINT IN INK. ANSWER ALL QUESTIONS.

Name		Date	
Referred By <input type="checkbox"/> Newspaper Ad (specify) _____ <input type="checkbox"/> Job Posting <input type="checkbox"/> Other (specify) _____			
Title of Position for Which Applying	Dept	Rate of Pay Expected \$ _____ Per Hour \$ _____ Per Month	
Would You Work Full Time	Part Time		
Present Address	City & State	Zip Code	Phone
Address Where Mail Will Always Reach You		Date Available to Start Employment	

EDUCATION

SCHOOLING	NAME AND ADDRESSES OF SCHOOLS	Circle last year completed	DATE OF ATTENDANCE	DID YOU GRADUATE	DATE
GRADE SCHOOL		1 2 3 4	From _____ to 19 _____	YES <input type="checkbox"/>	
		5 6 7 8	From _____ to 19 _____	NO <input type="checkbox"/>	
HIGH SCHOOL		1 2 3 4	From _____ to 19 _____	YES <input type="checkbox"/>	
			From _____ to 19 _____	NO <input type="checkbox"/>	

If you did not graduate from High School, did you obtain a GED? NO YES Date: _____

OTHER EDUCATION including Colleges attended, Business or Technical or Correspondence Schools	Date of Attendance		Description of Courses, Major and Minor Fields, and Semester Hours of Credit Earned	Did You Graduate	What Year?	Degree Received
	From	To				
	Mo.	Mo.				
	Yr.	Yr.	_____ Hrs.			
	Mo.	Mo.				
	Yr.	Yr.	_____ Hrs.			

MISCELLANEOUS INFORMATION

Have you ever been fired or forced to resign from a position? If so, why?
May we refer to your present employer? If not, why?
Names of relatives now working for Elk Grove

EMPLOYMENT HISTORY

List present to last employer first

Employer	Job Title / Position	
Address	Immediate Supervisor	Phone No.
Brief Description of Duties		
From	Mo/Yr	To Mo/Yr
Weekly or Monthly Salary		
Start	Final	
Reason for Leaving		
What did you like least about this job?		
Account for period between jobs		
Employer	Job Title / Position	
Address	Immediate Supervisor	Phone No.
Brief Description of Duties		
From	Mo/Yr	To Mo/Yr
Weekly or Monthly Salary		
Start	Final	
Reason for Leaving		
What did you like least about this job?		
Account for period between jobs		
Employer	Job Title / Position	
Address	Immediate Supervisor	Phone No.
Brief Description of Duties		
From	Mo/Yr	To Mo/Yr
Weekly or Monthly Salary		
Start	Final	
Reason for Leaving		
What did you like least about this job?		
Account for period between jobs		

Occasionally the form of an application makes it difficult for an individual to adequately summarize his complete background. To assist us in finding the proper position for you in the Village, use the space below to summarize any additional information necessary to describe your full qualifications.

TO APPLICANT: Read this section carefully before answering any questions in this blocked off area. **DO NOT** answer any questions contained in this blocked off area unless the box next to the question has been checked, thereby indicating that for the position for which you are applying, the requested information is needed for legally permissible reasons.

<input type="checkbox"/>	Are you over the age of seventeen? _____ If no, employment is subject to verification that you are of minimum legal age.
<input checked="" type="checkbox"/>	Have you ever been bonded? _____ If yes, on what jobs? _____
<input checked="" type="checkbox"/>	Other than for minor traffic violations, have you ever been convicted of a crime? _____ If yes, please explain. _____
You are not obligated to disclose sealed or expunged records of convictions or arrests.	
<input checked="" type="checkbox"/>	Person to be notified in case of accident:
	Name _____
	Address _____
	Phone No. _____
<input type="checkbox"/>	Other Questions

BEFORE SIGNING CERTIFICATE, CHECK THROUGH ENTIRE APPLICATION FOR ERRORS OR OMISSIONS.

Thank you for completing this form and for your interest in employment with us. We would like to assure you that your opportunity for employment will be based only on your merit and on no other consideration.

**PLEASE READ CAREFULLY
APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statement on this statement on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history including the contacting of any of my past employers to conduct an employment reference check and a credit record check, through any investigative or credit agencies or bureaus of your choice. Note: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.

X _____
Signature

X _____
Date

REMEMBER TO NOTIFY THE PERSONNEL OFFICE OF ELK GROVE VILLAGE IMMEDIATELY OF ANY CHANGES OF ADDRESS, NAME OR NUMBER OF DEPENDENTS.