

Education

School	Name and Location	Course of Study	Years Completed	Diploma / Degree
Elementary				
High School				
Undergraduate College/University				
Other (Specify)				

Special Skills and Qualifications. *Summarize special job-related skills and qualifications acquired from employment or other experience.*

Describe any special honors, training, apprenticeship skills and extra-curricular activities. *Include job-related training received in the United State Military.*

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

References

Personal/Professional References – Do not include family members

NAME	PHONE NUMBER	OCCUPATION
1.		
2.		
3.		

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Job Title	Supervisor		
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Job Title	Supervisor		
Reason For Leaving				
Employer		Dates Employed		Work Performed
		From	To	
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Employer		Dates Employed		Work Performed
		From	To	
Address		Hourly Rate/Salary		
		Starting	Final	
Telephone Number	Job Title	Supervisor		
Reason For Leaving				

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Village of Channahon.

Signature of Applicant

Date

**The Village of Channahon is an
EQUAL OPPORTUNITY EMPLOYER**



I hereby authorize and empower the Village of Channahon or any outside service company engaged by the Village to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, health, or personal characteristics.

I respectfully request that any agency, or person contacted furnish to the Village of Channahon any and all information that you have concerning me, my work record, medical condition, or personality. This information is to be used to determine my qualifications and fitness for position with the Village of Channahon.

I hereby release any person, organization, and/or your employer from any liability and/or damage of whatsoever nature, on account of furnishing the information requested above.

Signature of Applicant

Print Full Name

Date

Date of Birth