

Village Of Channahon Application For Employment



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position Applied For _____		Date of application _____	
How did you learn about us?			
<input type="checkbox"/> Advertisement - name publication _____		<input type="checkbox"/> Relative	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Friend		<input type="checkbox"/> Other _____	
Are you available to work:			
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	
<input type="checkbox"/> Temporary		On what date would you be available for work? _____	
Last Name _____		First Name _____	
		Middle Name _____	
Street Address _____		City _____	
		State _____	Zip Code _____
Telephone Number _____		Social Security Number _____	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No If yes, give date _____

Have you ever been employed with us before?

Yes No If yes, give date _____

Are you related to any current employee or official of the Village?

Yes No If yes, who _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you currently on "lay-off" status and subject to recall?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment

Can you travel if a job requires it?

Yes No

Driver's License Number _____

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	
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	
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**