

APPLICATION FOR EMPLOYMENT

VILLAGE OF JEROME, ILLINOIS

2901 Leonard Street

Springfield, IL 62704

Important Legal Notice: An employer may not use any information provided by a job applicant in a way which results in illegal discrimination against the job applicant under applicable federal, state, or local law. For example, an employer may be subject to legal liability for denying a job opportunity to an applicant on the basis of information provided by the applicant regarding his or her educational back ground unless the information is reasonably related to the applicant's ability to perform the job or there is an otherwise legitimate business reason.

PERSONAL INFORMATION

NAME _____
(Last) (First) (Middle)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? Yes _____ No _____

POSITION DESIRED

POSITION _____

SALARY/WAGES EXPECTED _____

DATE YOU CAN START _____

ARE YOU EMPLOYED NOW? Yes _____ No _____

IF YES CAN WE QUESTION YOUR PRESENT EMPLOYER? Yes _____ No _____

HAVE YOU EVER APPLIED TO THE VILLAGE BEFORE? Yes _____ No _____

IF YES, WHEN? _____

IMPORTANT NOTICE TO APPLICANTS

Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.

EMPLOYMENT HISTORY

DATES	EMPLOYER NAME AND ADDRESS	JOB TITLE/DESCRIPTION OF DUTIES

EDUCATION

NAME OF SCHOOL	LOCATION	COURSE/DEGREE

TRAINING OR SPECIAL SKILLS

Please list any training or special skills you bring to this position.

REFERENCES

Give the names of three persons, not related to you, that you have known for at least one year.

NAME	ADDRESS	PHONE NO.	OCCUPATION YEARS KNOWN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statement on the application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give any and all information concerning my previous employment.

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE - FOR EMPLOYER USE ONLY

INTERVIEWED BY _____ DATE _____

COMMENTS _____

HIRED? Yes _____ No _____

IF HIRED:

POSITION _____ DEPARTMENT _____

SALARY/WAGE _____ START DATE _____

APPROVED BY _____