

VILLAGE OF CARPENTERSVILLE

Application for Employment **except** Police Officers & Firefighters

An Equal Opportunity Employer

INSTRUCTIONS: Fill out this application completely and accurately. If your application is made out properly, it may increase your chances of employment. All statements in your application are subject to verification. **Incorrect statements will bar or remove you from employment.** Use the term "DNA" (does not apply) if the question does not apply.

EMPLOYMENT DESIRED

Position(s) applied for: _____

Are you seeking: Regular full-time employment? Yes No

Regular part-time employment? Yes No

Temporary employment (e.g. summer or holiday work)? Yes No

What days are you available to work? _____

If hired, on what date can you start work? _____

Salary Desired: _____

How did you hear about this position? _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone Number: _____ Email: _____

Have you ever previously filed an application for employment with the Village of Carpentersville?

Yes No If yes, give date(s): _____

Have you ever previously worked for the Village of Carpentersville? Yes No

If yes, give dates: From: _____ to: _____

Are you currently employed? Yes No May we contact your employer? Yes No

If no, state the reason: _____

Are you 18 years of age or older? Yes No

Are you legally eligible for employment in the United States? Yes No

PERSONAL INFORMATION

Have you ever been discharged or asked to resign from employment with any employer? Yes No

If yes, state details, including the name and address of each such employer and the reasons given for the discharge or requested resignation: _____

Have you ever pled guilty to or been convicted of any crimes, other than minor traffic violations? (Note: Do not include criminal history record information ordered expunged, sealed or impounded under the Illinois Crime Identification Act.)

Yes No If yes, state the nature, date and location of the crime(s), and the disposition of the case, including any prison term or other sentence imposed: _____

(Note: Applicants who have pled guilty to or been convicted of a criminal offense will not automatically be denied employment. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.)

EMPLOYMENT HISTORY

List present and past employment, starting with your current employer.
Use additional sheets if necessary.

Name of employer: _____

Address: _____

Number Street City State Zip Code

Type of Business: _____

Telephone Number: _____ Supervisor's Name: _____

Your job title and job duties: _____

Dates of employment: From: _____ to: _____

Salary: Starting: _____ Ending: _____

Reason for leaving: _____

Name of employer: _____

Address: _____

Number Street City State Zip Code

Type of business: _____

Telephone Number: _____ Supervisor's Name: _____

Your job title and job duties: _____

Dates of employment: From: _____ to: _____

Salary: Starting: _____ Ending: _____

Reason for leaving: _____

Name of employer: _____

Address: _____
 Number Street City State Zip Code

Type of business: _____

Telephone Number: _____ Supervisor's Name: _____

Your job title and job duties: _____

Dates of employment: From: _____ to: _____

Salary: Starting: _____ Ending: _____

Reason for leaving: _____

Name of employer: _____

Address: _____
 Number Street City State Zip Code

Type of business: _____

Telephone Number: _____ Supervisor's Name: _____

Your job title and job duties: _____

Dates of employment: From: _____ to: _____

Salary: Starting: _____ Ending: _____

Reason for leaving: _____

EDUCATION, TRAINING, AND EXPERIENCE

School	Name & Address	Number of Years Completed	Did You Graduate?	Degree or Diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Post College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vocational/Business			Yes <input type="checkbox"/> No <input type="checkbox"/>	

Do you have any other experience, licenses, certificates, academic honors, training, qualifications or skills which you believe to be relevant to the position(s) for which you are applying? If so, please explain:

List any professional, trade, business or civic activities, memberships or offices held which you believe are relevant to the position(S) for which you are applying. (You may exclude those which indicate race, color, religion, sex, national origin, age, disability or other protected status.)

List any equipment or machinery, relevant to the position you are applying for, that you are capable of operating:

MILITARY SERVICE

Have you served or are you currently serving in the United States Armed Forces? Yes No

If yes, which branch? _____

Number of years which you have served in the United States Armed Forces: _____

Rank: Upon entrance: _____ at discharge: _____

Were you dishonorably discharged? Yes No If yes, explain the reasons for and circumstances surrounding the discharge: _____

(Note: Applicants who have been dishonorably discharged from military service will not automatically be denied employment. The reasons for the discharge and the surrounding circumstances may, however, be considered.)

REFERENCES List below three work references that you have known for at least two (2) years.

Name: _____	Position: _____
Telephone Number: _____	Number of Years Acquainted: _____
Email: _____	

Name: _____	Position: _____
Telephone Number: _____	Number of Years Acquainted: _____
Email: _____	

Name: _____	Position: _____
Telephone Number: _____	Number of Years Acquainted: _____
Email: _____	

PLEASE READ AND SIGN BELOW

In consideration of the acceptance and processing of my application for employment, and of my employment with the Village of Carpentersville (if I am employed), I warrant and represent as follows:

1. **Certification.** I certify that I have not knowingly withheld any information that might adversely affect my chances for employment with the Village of Carpentersville and that the information given by me is true and correct without any mental reservation whatsoever. I understand that any omission or misstatement of material fact on my application for employment, resume, or any other document used to secure employment with the Village of Carpentersville, or during any pre-employment interview, shall be grounds for immediate discharge if I am hired, regardless of the time elapsed before discovery.

2. **At-Will Employment.** I understand and agree that, except as may be provided in an applicable collective bargaining agreement, if I am hired, my employment and compensation are for no definite or determinable period and may be terminated at any time, with or without cause, warning or notice, at the option of either myself or the Village of Carpentersville. I further understand and agree that no representative of the Village of Carpentersville, now or in the future, is authorized to make any binding representations or agreements, whether oral or written, contrary to the foregoing or purporting to guarantee any particular benefits, terms, or conditions of employment.

3. **Re-Application Policy.** I understand that under the Village of Carpentersville’s policy, this application will remain active for only ninety (90) days. Therefore, if I have not been hired within ninety (90) days of the date of this application and I still wish to be considered for employment with the Village of Carpentersville, I understand that I will need to complete and submit a new employment application.

I understand that the Village requires a substance screening and post-offer pre-employment physical. I agree to submit to testing for the detection of drugs and alcohol and give permission for test results to be released to the Village. I further understand that positive test results, refusal to be tested, or any attempt to affect the test results or sample will result in my withdrawal from consideration for employment or termination of employment.

I also understand that by entering my name in the space below I am affixing my electronic signature to this Employment Application any my electronic signature shall have the same legal effect as my handwritten signature.

Applicant Name _____ Date _____

EEO STATEMENT:

The Village of Carpentersville is an equal opportunity employer in all aspects of personnel policies, programs, benefits, practices and operations. All applicants will receive equal consideration regardless of their race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or other category protected by law. If you are an individual with a disability and require assistance or accommodation related to the application process, please contact human resources.

Email Address: HR@cville.org