



## APPLICATION FOR EMPLOYMENT

### INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION

We welcome you as a prospective employee of the Village of Romeoville. It is the express policy of the Village of Romeoville to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, political affiliation or National origin (except where a bona-fide occupational qualification exists). All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village of Romeoville.

Please furnish us with complete information as requested in this application. **A resume may be attached, but not substituted for requested information.** If additional space is needed for job history, please use the attached sheet. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Romeoville Village Hall at (815) 886-7200.

Date Available: \_\_\_\_\_ Position Desired: \_\_\_\_\_  
Full-time ☐ Temporary ☐  
Part-time ☐ Summer ☐

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home Phone #: ( ) \_\_\_\_\_ Work Phone #: ( ) \_\_\_\_\_

Other Phone #: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Do you possess a valid Driver's License? Yes \_\_\_ No \_\_\_ Do you have a valid CDL? Yes \_\_\_ No \_\_\_ What Class? \_\_\_\_\_

Are you legally eligible for employment in the United States: Yes \_\_\_ No \_\_\_  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been convicted of a felony: Yes \_\_\_ No \_\_\_ If yes, please explain.

How were you referred to the Village of Romeoville? Newspaper ☐ Village Website ☐ Employee ☐ Other ☐

Are you related to, or do you know, any employee or elected official of the Village of Romeoville? Yes \_\_\_ No \_\_\_

If yes, state their name and relationship to you: \_\_\_\_\_

## EDUCATION

Type of School	Name & Address Of School	Major	Circle Last Year Completed	Degree Earned (Indicate Degree)
High School			9   10   11   12	
College/University			1   2   3   4	
Graduate			1   2   3   4	
Technical/Business/ Trade School/Other			1   2   3   4	

List any special training, experience, or coursework that relates to the position you are applying for.

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## MILITARY SERVICE

Do you have any military experience that may enhance your ability to perform the job you are applying for? ☐Yes ☐No

List duties in service including special training: \_\_\_\_\_

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## EMPLOYMENT HISTORY

**Starting with your most recent employer, provide the following information. Please do not write, "see resume."**

Employer: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Summarize your job responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Summarize your job responsibilities: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Summarize your job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Summarize your job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Summarize your job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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May the Village of Romeoville contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been previously employed by the Village of Romeoville? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state when: \_\_\_\_\_ to \_\_\_\_\_ Position: \_\_\_\_\_

Have you applied for a position here in the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state when: \_\_\_\_\_ to \_\_\_\_\_ Position applied for: \_\_\_\_\_

Have you worked under another name: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state name and place of employment: \_\_\_\_\_

State what you did in all periods not already covered, including unemployment, part-time, or self-employment.

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### REFERENCES

**List three references that have known you a minimum of three years and are familiar with your work history.**

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Address: \_\_\_\_\_

Company: \_\_\_\_\_

### APPLICANT AGREEMENT

**Please read before signing. Questions should be directed to Human Resources prior to signing this agreement.**

I hereby certify that all answers to the questions herein are true, accurate, and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I authorize and empower the Village of Romeoville and the Romeoville Police Department to obtain, prepare, use, and furnish information concerning all statements and information contained in this application, my current and former employment, education, general reputation, driving record and criminal history. I release the Village of Romeoville from any liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I consent to taking any required pre-employment examinations and such future examinations as might be required by the Village of Romeoville.

If employed by the Village of Romeoville, I understand that such employment is subject to the policies, rules and regulations of the Village of Romeoville. I understand that employment at the Village of Romeoville is “**at will**,” which means that either the Village or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_