



1 N. Prospect Avenue
Clarendon Hills, Illinois 60514
630.286.5400

Application for Employment

We welcome you as an applicant with the Village of Clarendon Hills. Your application will be considered without regard to race, color, religion, sex, age, national origin, disability, marital status or any other type of discrimination prohibited by law. 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 Clarendon Hills. Please complete the entire application. Incomplete information may result in no consideration for employment. Please print in ink or type your answers.

About You

Name:(Last, First, Middle)_____

Present Address:

| Address | City | State | Zip |
|---------|------|-------|-----|
|---------|------|-------|-----|

Permanent Address:

| Address | City | State | Zip |
|---------|------|-------|-----|
|---------|------|-------|-----|

Phone Number: _____

Email: _____

Is it lawful for you to be employed in this county? ____Yes ____No

If the description of the job you are applying for requires a driver's license, can you provide proof of a valid driver's license? ____Yes ____No

Have you ever been convicted of a felony? ____Yes ____No

(Criminal convictions are not an absolute bar to employment. Applicants are not obligated to and should not respond with any convictions that have been erased by pardon or expungement.)

Have you served in the U.S. armed forces? ____Yes ____No

Are you related to any employees or elected official of the Village? ____Yes ____No

If yes, please list the names of the individuals you are related to:

1. _____

| Name | Position |
|------|----------|
|------|----------|

2. _____

| Name | Position |
|------|----------|
|------|----------|



Employment Desired

Position(s) you are applying for (please give job title): _____

Are you available to work the days and hours required as outlined by the job description? _____ Yes _____ No

Are you currently employed? _____ Yes _____ No

If yes, where, and in what position? _____

May we contact your present employer? _____ Yes _____ No

Indicate the earliest date you can start working: _____

Have you ever worked for the Village? _____ Yes _____ No

If yes, when and in what position? _____

Employment History

Please list your last three employers. Begin with your present or most recent position.

Employer: _____

Employer address: _____

Phone: _____ Your job title: _____

Starting Date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

The number of hours you worked per week: _____

Your supervisor's name and title: _____

The reason for leaving or looking for a new position: _____

Describe the work you performed: _____



Employer: _____

Employer address: _____

Phone: _____ Your job title: _____

Starting Date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

The number of hours you worked per week: _____

Your supervisor's name and title: _____

The reason for leaving or looking for a new position: _____

Describe the work you performed: _____

Employer: _____

Employer address: _____

Phone: _____ Your job title: _____

Starting Date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

The number of hours you worked per week: _____

Your supervisor's name and title: _____

The reason for leaving or looking for a new position: _____

Describe the work you performed: _____



Education Information

G.E.D. _____ Yes _____ No If yes, City and State issued: _____

High School _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

High School _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

College/University _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

College/University _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

Trade School/Other _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

Trade School/Other _____
Name/Address _____ #of yrs _____

Diploma?* _____ Yes _____ No Major field of Study _____

*A diploma is defined as certification of successful completion in your field of study.



Please summarize any special job related skills, training, experience, licenses or certifications that you possess:

Job Related References

Please list the names of two people who can validate your work experiences.

Name/Position: _____ Employer: _____

Employer address: _____
Address City State Zip

Phone Number: _____
Daytime Evening Cell

Name/Position: _____ Employer: _____

Employer address: _____
Address City State Zip

Phone Number: _____
Daytime Evening Cell

Please tell us why you are applying for this position and why you think you would be successful in this job:



Please Read the Following Statement

I certify that the data I have recorded on this application thereto are true and correct. I understand any falsification, misrepresentation, or omission of fact on either this application or its attachments, or during the pre-hire process, will be sufficient reason for 1) not being hired, or 2) separation from employment at any time after date of hire.

I authorize investigation of all information provided in conjunction with my application for employment, including contacting my supervisors, to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the information to you.

My signature below confirms that I have read and understand the above statements.

Signature

Date

| | |
|------------------------|-------------|
| Office Use Only | |
| Received by: _____ | Date: _____ |
| Routed to: _____ | Date: _____ |