



1 N. Prospect Avenue  
Clarendon Hills, Illinois 60514  
630.286.5400

**SAVE TO YOUR COMPUTER PRIOR TO COMPLETING!**  
**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.)

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 of Clarendon Hills? \_\_\_\_ 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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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

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/Certification? \_\_\_\_ Yes \_\_\_\_ No    Major field of study \_\_\_\_\_

Trade School/Other \_\_\_\_\_  
Name/Address \_\_\_\_\_ #of yrs \_\_\_\_\_  
Diploma/Certification? \_\_\_\_ 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:**

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**Job Related References**

Please list the names of two people who you have worked with and/or can validate your work experiences.

Name/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

What is your relationship? \_\_\_\_\_

Their Daytime Phone Number: \_\_\_\_\_

Name/Position: \_\_\_\_\_ Employer: \_\_\_\_\_

What is your relationship? \_\_\_\_\_

Their Daytime Phone Number: \_\_\_\_\_

**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: \_\_\_\_\_