



VILLAGE OF BUFFALO GROVE

Application for Employment

Date: ___/___/_____

Name: _____
Last First Middle

Present Address: _____
Street City State ZIP

Cell Phone: _____ Alternate Phone: _____ E-mail: _____

Position Applied for: _____ Rate of Pay Expected: _____ per _____

Applying for (please check one): Full-Time Part-Time Seasonal

If part-time or seasonal, please specify days and hours of availability (Example: Tues 1 p.m. to 6 p.m.):

Mon _____ Tues _____ Wed _____ Thurs _____
 Fri _____ Sat _____ Sun _____

Please indicate the dates you are available to work. From: ___/___/_____ To: ___/___/_____

Were you previously employed by the Village of Buffalo Grove? Yes No

If yes, in what department? _____ Dates of Employment? ___/___/_____ to ___/___/_____

Are you 16 years or older? Yes No Are you 18 years or older? Yes No
(We comply with all child labor laws; proof will be required)

Have you ever been convicted of any violations of the law other than minor traffic violations? Yes No

If yes, please explain: _____

Conviction of a violation of the law above is not an automatic bar to employment. Each case is considered on its own merits to determine if the offense is job related. Applicant is not required to disclose information regarding expunged or sealed records of convictions, based on the nature of the offense, the job duties performed, the length of time since the conviction was issued and the date when the sentence was completed, etc.



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EDUCATION

Name and Location of High School, Trade or Business School, or Colleges Attended	Degrees Earned or Expected	Major Courses Studied

Honors, Professional Societies/Affiliations, and Activities that are job related (Give Positions Held): Exclude organizations, the name of which indicates the protected status of the members such as race, creed, sex, sexual orientation, age, marital status, color, or nation of origin of members.

EMPLOYMENT INFORMATION

May we contact your current supervisor? Yes No

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, compensation, etc.

Experience: (Start with your present or last job and work backwards. Include paid or unpaid, full or part-time, summer jobs, etc.)

Name and Address of Employer	Job Title	Starting Date	Ending Date
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Starting Salary	Ending Salary	Hours/Week	Name, title, and phone number (if known) of immediate supervisor
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Description of Duties and Responsibilities:

Reasons for Leaving:



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Name and Address of Employer Job Title Starting Date Ending Date

Starting Salary Ending Salary Hours/Week Name, title, and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities:

Reasons for Leaving:

Name and Address of Employer Job Title Starting Date Ending Date

Starting Salary Ending Salary Hours/Week Name, title, and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities:

Reasons for Leaving:

MILITARY SERVICE: OPTIONAL – please provide if job related only

Branch: _____ From: ____/____/____ To: ____/____/____

Duties: _____



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PROFESSIONAL REFERENCES

List the names, phone numbers, e-mail addresses, of three persons who are not related to you and who you would have knowledge of your qualifications for the position(s) for which you are applying, such as supervisors, co-workers, teachers, etc.

Name	Phone Number	E-Mail
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SPECIAL QUALIFICATIONS

List or describe special qualifications, skills or training related to the position for which you are applying (e.g. licenses, skills with machines, computer skills, special courses, training programs, etc.)

If hired, can you prove you are legally eligible for employment in the United States?

Yes No

Acknowledgement

Please read carefully:

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated no matter when discovered).

I understand that if the Village of Buffalo Grove hires me, my employment will be at-will, meaning that either I or the Village of Buffalo Grove can terminate it at any time for any reason.

I authorize the Village of Buffalo Grove to make inquiries concerning my character, employment record and other matters to verify my suitability for employment and release the Village of Buffalo Grove and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries may include checking police records for job related conviction history. I understand that I may request reasonable accommodations if needed, due to disability or pregnancy status, in order to participate in the overall application process.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

I agree to submit to a pre-employment (post-offer) job related physical examination and/or drug screen if required by the Village of Buffalo Grove and understand that any offer of employment is contingent upon successfully passing the test(s) if so required.

Signed: _____ Date: ____/____/____

THE VILLAGE OF BUFFALO GROVE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS RECEIVE CONSIDERATION WITH REGARD TO THEIR RACE, COLOR, RELIGION, SEX, PREGNANCY OR PREGNANCY RELATED CONDITION, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR OTHER CATEGORY PROTECTED BY LAW. WE ALSO OFFER REASONABLE ACCOMMODATIONS TO OUR APPLICANTS WHO ARE DISABLED OR PREGNANT AND NEED ASSISTANCE IN THE APPLICATION PROCESS.

Return completed application to: Village of Buffalo Grove, Attn: Human Resources
50 Raupp Blvd. Buffalo Grove, IL 60089