



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 Part-time Temporary 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.

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: _____

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: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

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.

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: _____

