

Village of Carbon Cliff, IL – Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to answer all the questions on this application completely and accurately. You may attach a resume, but all questions must be answered.

Position applying for

PERSONAL DATA:

Name (last, first, middle)			
Street Address and/or mailing address		City	State Zip
Home Telephone Number		Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			

POSITION INFORMATION: (check all that you are willing to work)

Hours: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Days <input type="checkbox"/> Evenings	<input type="checkbox"/> Overnight <input type="checkbox"/> Weekends	<input type="checkbox"/> Seasonal <input type="checkbox"/> Regular
Are you authorized to work in the U.S. on an unrestricted basis? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain:			
Have you been informed about the essential functions of the job, or have you reviewed a copy of the job description that outlines the vital functions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can you perform the essential functions of the job with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

QUALIFICATIONS: Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS: List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organization/teams, etc.)

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REFERENCES: Please list three professional references not related to you, with full name, address, phone number, and relationship. If you do not have three professional references, list personal, unrelated references instead.

Name	Address/City/State	Phone	Relationship

WORK HISTORY: Start with your most recent or current employment and work backward. Use a separate sheet if necessary.		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Nae	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? ☐ Yes ☐ No ☐ N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Nae	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Nae	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Nae	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts outlined in this Application for Employment are accurate and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize the Village of Carbon Cliff to make an investigation of any of the facts outlined in this application and release the Village from any liability. The Village of Carbon Cliff may contact any listed references on this application.

I acknowledge and understand that the Village of Carbon Cliff is an "at-will" employer. Therefore, any employee (regular, seasonal, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, or without notice to the other party.

Applicant Signature

Date

Return application to: Village Director, Nick Gottwalt, 1001 Mansur Avenue, Carbon Cliff, Illinois 61239