



APPLICATION FOR EMPLOYMENT

Date: _____

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

(PLEASE PRINT)

Position(s) for which you are applying:

How did you learn about us?

Last name

First Name

Middle

Address: (number, street, city, state, zip code):

Telephone number(s): (home / cell):

Best time to contact you? _____ (identify a.m. or p.m.)

If you are under the age of 18, can you provide required proof of your eligibility to work? Y N

Have you ever applied with us before? Y N If yes, when? _____

Have you ever worked for us before? Y N If yes, when? _____

Do we currently employ any of your friends or relatives? Y N

Are you currently employed? Y N if yes, can we contact your employer? Y N

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Y N (Proof of citizenship or immigration status will be required upon employment)

Are you available to work: Full-Time? Part-Time? Temporary?

Desired salary range: _____ - _____ Date available for employment: _____

Have you been convicted of a crime? Y or N (circle one) If yes, specify crime and date when committed:

A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

Employment experience:

List employment experience beginning with your current or most recent position. Include military service and volunteer activities: *You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

1. Employer: _____

Dates Employed	
From:	To:

Address: _____
Telephone: _____
Position held: _____
Supervisor: _____
Reason for leaving: _____

Work performed:

2. Employer: _____

Dates Employed	
From:	To:

Address: _____
Telephone: _____
Position held: _____
Supervisor: _____
Reason for leaving: _____

Work performed:

3. Employer: _____

Dates Employed	
From:	To:

Address: _____
Telephone: _____
Position held: _____
Supervisor: _____
Reason for leaving: _____

Work performed:

4. Employer: _____

Dates Employed	
From:	To:

Address: _____
Telephone: _____
Position held: _____
Supervisor: _____
Reason for leaving: _____

Work performed:

List professional, trade, business or civic activities and offices held:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Education:

	Name & address of educational institution:	Course of study:	Number of years:	Diploma / degree:
Elementary:				
High School:				
Undergraduate College:				
Graduate Professional:				
Other / Advanced:				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

If applicable - describe any job-related training received in the United States Military:

Computer skills: (Check those that you have proficiency)

<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Microsoft Power Point
<input type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Adobe Reader	<input type="checkbox"/> Adobe Professional
<input type="checkbox"/> Springbrook	<input type="checkbox"/> Other _____	

References:

Name: _____ Ph. _____

Address: _____

Name: _____ Ph. _____

Address: _____

Name: _____ Ph. _____

Address: _____

Employees of the Village of Forest Park undergo a thorough background investigation conducted by the Forest Park Police Department. You will be required to provide us with your date of birth and social security number as part of the investigation if selected for employment.

APPLICANT'S STATEMENT: I certify that answers given herein are true and complete. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Village of Forest Park is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION:

Signature _____ Date _____