

APPLICATION FOR EMPLOYMENT

***Village of Steger
35 W. 34th Street
Steger, Illinois 60475***

PLEASE PRINT IN INK

NAME: _____ POSITION APPLIED FOR: _____

ADDRESS: _____
Number, Street & Apt. # City State ZIP Code

DAYTIME TELEPHONE NUMBER: _____ EVENING TELEPHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____ PLEASE CHECK THE TYPES OF EMPLOYMENT YOU WOULD CONSIDER

DATE AVAILABLE FOR WORK: _____ Full Time Part Time

DO YOU HAVE ANY COMMITMENTS TO ANOTHER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US?
 YES NO If yes, please give details: _____

HOW WERE YOU REFERRED TO US: Newspaper Ad School Agency
 Current Employee On my own Other

NAME OF REFERRAL SOURCE: _____

WERE YOU PREVIOUSLY EMPLOYED BY US: YES NO If yes, when? _____

Are you related to any Village employee or Elected Official? _____

PLACE OF BIRTH: _____

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES NO

IF NO, PLEASE LIST COUNTRY OF CITIZENSHIP: _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES: YES NO

PLEASE LIST ANY EXPERIENCES, SKILLS, OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY QUALIFY YOU FOR WORK IN THE VILLAGE OF STEGER: _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS, WITH OR WITHOUT AN ACCOMMODATION, OF THE POSITION FOR WHICH YOU ARE APPLYING? YES NO

ARE YOU WILLING TO UNDERGO A PREEMPLOYMENT PHYSICAL EXAM, SUBSTANCE ABUSE SCREENING TEST, AND GENERAL BACKGROUND CHECK? YES NO

YOU ARE NOT OBLIGATED TO AND SHOULD NOT RESPOND WITH ANY CONVICTIONS THAT HAVE BEEN ERASED BY PARDON OR EXPUNGEMENT:

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? _____ DATE _____ PLACE _____

NATURE _____

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

EMPLOYMENT RECORD

List your present or most recent employer first and work backwards. May we contact these employers? YES NO

Employer	Employed	Supervisor's Name
_____	From _____	_____
Address	To _____	
_____		Your Job Title _____
_____		Telephone # _____
Duties: _____		

Weekly Salary: Start: _____ End: _____

Reason for Leaving:

Employer	Employed	Supervisor's Name
_____	From _____	_____
Address	To _____	
_____		Your Job Title _____
_____		Telephone # _____
Duties: _____		

Weekly Salary: Start: _____ End: _____

Reason for Leaving:

Employer	Employed	Supervisor's Name
_____	From _____	_____
Address	To _____	
_____		Your Job Title _____
_____		Telephone # _____
Duties: _____		

Weekly Salary: Start: _____ End: _____

Reason for Leaving:

EDUCATIONAL RECORD

School	Name and City/State of School	Number of Years Completed	Degree, Major or Type of Course
High School			
College			
Graduate School			
Trade or Business School			
Other			

MILITARY EXPERIENCE

Were you in the U.S. Armed Forces: YES NO If yes, what branch? _____

Dates of duty: From: _____ To: _____ Rank at Separation: _____

Briefly describe your duties _____

REFERENCES

List at least three who aren't employers, former employers, or relatives.

Name and Address	Occupation	Phone Number

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that incorrect or falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the Village of Steger or myself. I understand that no management official has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment. I further understand that offers of employment are conditioned on my providing proof of work eligibility, as required by United States law, and on my successfully passing a physical examination, substance abuse screening test, and general background check, if required by the Village of Steger in its sole discretion. Failure to participate in any examination, test, or background check is grounds for rejecting my application and for withdrawing an offer of employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, in any) to provide any relevant information that may be required to arrive at an employment decision.

Signature _____ Date _____

VILLAGE OF STEGER IS AN EQUAL OPPORTUNITY EMPLOYER

