

Village of Orangeville

PO Box 100, Orangeville, IL 61060

EMPLOYMENT APPLICATION

ANSWER ALL QUESTIONS COMPLETELY. Please Print. Use blue or black ink. If hired, this application becomes a permanent record. This application will be retained for a one year period. The Village of Orangeville is an equal opportunity employer who guarantees compliance to all applicable Federal and State laws. Every applicant for employment and employee has the right to equal consideration without regard to race, color, religion, national origin, sex, age, marital status, disability, veteran status, or genetic information.

Position applying for: _____

Date: _____

Applicant Name

Last First Middle initial

Present address Phone number

Street City State Zip code Area code / _____

E-mail address Cell phone number

Area code / _____

Have you been employed with us before? No Yes ~ Give date(s) _____

Do you have any relatives working for us? No Yes (if yes, give name and relationship)

Name Relationship

Are you currently employed? No Yes Yes
May we contact your present employer? No Yes

Date you can start to work? _____ Available for: Full-Time Part-Time

Do you currently have a CDL? No Yes If yes, what class of CDL do you have? _____

Are you currently on "Lay Off" status and subject to recall? No Yes

Give Company name and expected recall date _____

Have you been convicted of a felony? Applicant is not obligated to disclose sealed or expunged records of conviction.
 No Yes - Explain _____

Are you eligible to work in the U.S.? No Yes

Are you U.S. Military Veteran? No Yes - Describe _____

EDUCATION

Schools	Print Name, City, State, & Zip Code For Each School Listing	Type Course or Major	Graduated List Degree
High School	_____	_____	___ No ___ Yes
	_____	_____	_____
	_____	_____	_____
College	_____	_____	___ No ___ Yes
	_____	_____	_____
	_____	_____	_____
Graduate School	_____	_____	___ No ___ Yes
	_____	_____	_____
	_____	_____	_____
Trade, Business, Military Training	_____	_____	___ No ___ Yes
	_____	_____	_____
	_____	_____	_____
Other	_____		No Yes

Describe any specialized training, apprenticeship, skills, and extracurricular activities. _____

Describe any honors you have received. _____

State any additional information you feel may be helpful to us in considering your application. _____

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal race, color, religion, national origin, sex, age, marital status, disability, veteran status or genetic information.

Special skills and qualifications. Summarize special skills and qualifications acquired from employment or other experiences.

EMPLOYMENT HISTORY Start with your most recent employer (include U.S. Military service)

Dates Work Performed	Name & Address of Employer	Hourly Rate/Salary
From ____/____/____	_____	Starting _____
To ____/____/____	_____	Final _____
Job Title_	_____	Supervisor_
Reason for Leaving	_____	

Dates Work Performed	Name & Address of Employer	Hourly Rate/Salary
From ____/____/____	_____	Starting _____
To ____/____/____	_____	Final _____
Job Title_	_____	Supervisor_
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From ____/____/____	_____	Starting _____
To ____/____/____	_____	Final _____
Job Title_	_____	Supervisor_
Reason for Leaving	_____	

REFERENCES Give three references that are not related to you.

Name Telephone Number	Address	
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____

3. _____

3. _____

3. _____

APPLICANT STATEMENT

I hereby certify the answers given by me to the above questions and statements are true and correct, and I hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omission by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment without liability to the Village of Orangeville. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENT (Please initial here) _____

I further understand that no representative of the Village has the authority to enter into any agreement for any specified period of time and that the Village is not guaranteeing employment for anyone. No employment contract is created by virtue of being hired by the Village. I understand that no representative of the Village of Orangeville other than the Village President has any authority to enter into any agreement contrary to the foregoing. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENT (Please initial here) _____

If employed, nothing shall restrict my rights as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENT (Please initial here) _____

If employed, I agree to abide by all rules and regulations of the Village to include work and safety rules, and I understand that the Village's policies and procedures relating to conditions of employment may be modified by the Village without notice. I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENT (Please initial here) _____

I understand that the Village is committed to maintaining a drug-free workplace. I am aware that the Village may require a drug test as part of the hiring process. I further understand the Village may conduct drug testing of its employees in the event of accident, and if there is a question of fitness for duty. . I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENT (Please initial here) _____

Signature of Applicant

Date