

**VILLAGE OF CARPENTERSVILLE
EMPLOYMENT APPLICATION**

The Village is an equal opportunity employer and does not discriminate against the handicapped

PERSONAL INFORMATION

Name: _____

Present Address: _____

Permanent Address: _____

Telephone Number: _____

Are you 18 years or older Yes _____ No _____

(The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years but less than 70 years of age.)

EMPLOYMENT DESIRED

Position: _____ Date You Can Start _____ Salary Desired: _____

EDUCATION

Name and Location of School	No. of Years Attended	Did You Graduate	Subjects Studied
High School			
College			
Other			

FORMER EMPLOYERS (list below the last four employers, starting with the current employer. Explain any periods of unemployment.)

Date Month/Year	Name, Address and Phone No. of Employer	Salary	Position/Duties	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

OTHER INFORMATION

Have you been convicted of any crime? If so, explain, conviction of crime does not automatically disqualify an applicant from employment. (An applicant is not required to provide any information regarding a conviction that has been expunged or erased by pardon.):

List any special skills or knowledge, which qualify you for the position applied for:

List any equipment or machinery, relevant to the position you are applying for, that you are capable of operation:

REFERENCES: Give the name of three people not related to you whom you have known for at least two years

	Name	Address	Phone No.	Business	Years Acquainted
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

AUTHORIZATION AND CONDITIONS OF APPLICATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I also understand that employment with the Village of Carpentersville is conditional upon passing a comprehensive medical exam with a drug screen test and a police background investigation, which includes a criminal history check.

Date: _____

Signature: _____