



Village of Hazel Crest
3601 West 183rd Street
Hazel Crest, IL 60429
708-335-9600

Village of Hazel Crest Application For Employment

Personal Information		
Name:		Phone:
Address:	City, State:	Zip:
Email address:		
Position Information		
Position Applied For:		
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Internet <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other:		
Are you available to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary		
On what date are you available for work?	Desired Pay Rate:	
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
General Information		
Are you legally authorized to work in the United States? <small>Proof of identification and employment eligibility will be required if hired.</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you age 18 or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever <i>applied</i> for employment with us before? <small>If yes, when? What position?</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been <i>employed</i> by the Village of Hazel Crest before? <small>If yes, what were your dates of employment? What was your position? What was your reason for leaving?</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know anyone currently working for the Village of Hazel Crest? <small>If yes, please state the name and relationship:</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your current employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you on layoff and subject to recall?		<input type="checkbox"/> Yes <input type="checkbox"/> No

The Village of Hazel Crest is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any unlawful basis, including race, color, religion, age, gender, sexual orientation, gender identity or expression, ancestry, national origin, disability, citizenship, military or veteran status, marital status, or any other basis prohibited by law. We take affirmative action in accordance with the law to create opportunities for women, minorities, veterans and disabled individuals. Applicants may request accommodations needed to participate in the application process or to perform the essential functions of the job.

Education				
	Name, City and State of School	Course of Study	Years Completed	Diploma/Degree
Elementary				
High School				
Undergraduate				
Graduate				
Other				

Military Service

Have you ever served in the Armed Forces? Yes No
If yes, what branch?
What were the dates you entered and discharged: From: _____ To: _____

Did you receive a dishonorable discharge? Yes No
If yes, please explain:
Please note: a dishonorable discharge does not necessarily disqualify you from employment.

Please describe any special skills or training during military service:

Specialized Training

Describe any specialized training, licenses, apprenticeship, skills, machinery, equipment, software or other skills that you consider relevant to your employment.

Special Interests

List professional, trade, business, volunteer or civic activities or offices held.
You may exclude membership which would reveal gender, race, color, religion, national origin, age, ancestry, disability or other protected status.

Employment Experience

Employer	Dates of Employment	Work Performed:
	From To	
Phone		
Address		
Job Title		Reason for Leaving:
Supervisor		
Employer	Dates of Employment	Work Performed:
	From To	
Phone		
Address		
Job Title		Reason for Leaving:
Supervisor		
Employer	Dates of Employment	Work Performed:
	From To	
Phone		
Address		
Job Title		Reason for Leaving
Supervisor		
Employer	Dates of Employment	Work Performed:
	From To	
Phone		
Address		
Job Title		Reason for Leaving
Supervisor		
Have you ever been discharged or asked to resign by any employer? <i>If yes, please explain:</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any periods of unemployment between the jobs listed above:

Employment Experience

List at least three individuals (other than relatives or personal friends) who have knowledge of your work experience and/or education.

Name	Company Name/Address	Where/How to Contact	Relationship

I certify that the facts contained in this application and any accompanying documents are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for a refusal to hire, or dismissal if I have been employed, no matter when discovered by the Village of Hazel Crest.

I understand that any employment is conditioned on a background check, and I hereby authorize the Village of Hazel Crest to thoroughly investigate all statements contained in my application, resume and accompanying documents. I authorize the disclosure of any and all information relating to my present and former employment, character and general reputation to the Village of Hazel Crest, and I request all current and former employers and all references provided to supply information to the Village of Hazel Crest upon its request. I further authorize the release to the Village of Hazel Crest of all high school, college and other educational records pertaining to my attendance, coursework and other school activities at any educational institution attended by me at any time. In addition, I release the Village of Hazel Crest, current and former employers, and all references provided from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, unless otherwise defined by applicable law or unless my employment is covered by a collective bargaining agreement, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, either at the option of either myself or the Village of Hazel Crest. No promises regarding employment have been made to me, and I understand 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 the Village Manager.

If I am offered employment, I agree I may be asked to submit to a drug test before starting work. If employed, I also agree to submit to a drug test at any time deemed appropriate by the Village of Hazel Crest and as permitted by law or a collective bargaining agreement. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon a satisfactory drug test, and if I am hired a condition of my employment will be that I abide by the Village of Hazel Crest's Drug and Alcohol Policy.

I understand that filling out this form does not indicate that there is a position open and does not obligate the Village of Hazel Crest to hire. If hired, I agree to abide by all Village of Hazel Crest work rules, policies, regulations and procedures. The Village of Hazel Crest retains the right to revise its policies or procedures, in whole or in part, at any time.

I understand that this Employment Application shall be considered active for a period of time not to exceed ninety (90) days from this date, and that if I wish to be considered for employment beyond that date, I must submit another employment application.

NOTE: Application is void without signature

Applicant's Signature

Date
