



EMPLOYMENT APPLICATION

The Village of Wauconda IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Village of Wauconda is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legal protected status.

All information contained in or connected with this application will be considered confidential and used only in conjunction with possible employment with the Village of Wauconda. Please furnish complete information as outlined in this application.

THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION/INTERVIEW PROCESS SHOULD NOTIFY THE HUMAN RESOURCE OFFICE. ALL APPLICATIONS SHOULD BE RETURNED TO THE VILLAGE OF WAUCONDA, DIRECTOR OF HR.

Date of Application: _____

Applicant's Name

Last: _____ First: _____ Middle: _____

Applicant's Address

Street: _____ City: _____ State: _____ Zip: _____

Home Phone#: _____ Cell Phone#: _____

Driver's License#: _____

Have you submitted an application to the Village in the past? Yes No If yes, give date: _____

Have you been employed with the Village in the past? Yes No If yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you legally eligible for employment in this country? Yes No

Are you willing to work overtime as required? Yes No

Position Applying For: _____

Date Available to begin work: _____

Are you currently on "lay-off" status and subject to recall? Yes No



EDUCATIONAL BACKGROUND:

High School Name: _____ City, State: _____

Years Completed: _____ Diploma? Yes No

College/University: _____ City, State: _____

Years Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State: _____

Years Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State: _____

Years Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State: _____

Years Completed: _____ Major: _____ Diploma? Yes No

Other Training/Certifications: _____ City, State: _____

Years Completed: _____ Diploma/Certificate? Yes No

Other Training/Certifications: _____ City, State: _____

Years Completed: _____ Diploma/Certificate? Yes No

Other Training/Certifications: _____ City, State: _____

Years Completed: _____ Diploma/Certificate? Yes No



BACKGROUND:

The Village is required by law to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions, including the position for which you have applied. Applicants are not obligated to disclose sealed or expunged records of convictions.

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes No

If yes, describe:

MILITARY SERVICE:

For the information you list below to be considered, you must supply a copy of your **00214**.

Have you served in the U.S. Armed Forces - including National Guard or Reserves? Yes No

If yes, Branch of Service: _____ Dates of Service:

Applicable skills acquired:



WORK HISTORY (beginning with most recent employer):

Most Recent Employer: _____ Telephone: _____
Address: _____ City: _____ State: _____
Date Started: _____ Starting Salary/Starting Position: _____
Last Date Employed: _____ Ending Salary: Ending Position: _____
Name and Title of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

Employer: _____ Telephone: _____
Address: _____ City: _____ State: _____
Date Started: _____ Starting Salary/Starting Position: _____
Last Date Employed: _____ Ending Salary: Ending Position: _____
Name and Title of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

Employer: _____ Telephone: _____
Address: _____ City: _____ State: _____
Date Started: _____ Starting Salary/Starting Position: _____
Last Date Employed: _____ Ending Salary: Ending Position: _____
Name and Title of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____



Employer: _____ Telephone: _____
Address: _____ City: _____ State: _____
Date Started: _____ Starting Salary/Starting Position: _____
Last Date Employed: _____ Ending Salary: Ending Position: _____
Name and Title of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

Please list skills, licenses, training, etc. applicable to the position for which you are applying:

Note to Applicants: **DO NOT** answer this question unless you have been informed about the essential requirements of the job for which you are applying. You may obtain a copy of the job description at the Human Resource office at the Village Hall.

Are you capable or performing in a reasonable and safe manner, with or without reasonable accommodation, the essential job duties for the job or position for which you have applied?

Yes No



EMPLOYMENT REFERENCES:

Please list the following information for three references *not related to you* that we may contact:

Company _____ Past Employer Other
Name: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip Code: _____

For office use only: _____

Company _____ Past Employer Other
Name: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip Code: _____

For office use only: _____

Company _____ Past Employer Other
Name: _____ Telephone: _____
Address: _____ City: _____ State: _____ Zip Code: _____

For office use only: _____



APPLICANT'S CERTIFICATION AND AGREEMENT:

I CERTIFY THAT ALL OF THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE. AND I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION AND HEREBY RELEASE AND WAIVE ANY CLAIM AGAINST THE VILLAGE OF WAUCONDA WHICH MAY ALLEGEDLY ARISE FROM SUCH INVESTIGATION. I FURTHER UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE EITHER CONTAINED IN MY APPLICATION OR GIVEN DURING ANY INTERVIEW AND ARE DISCOVERED. MY APPLICATION MAY BE REJECTED AND. IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. I AGREE TO CONFORM TO THE VILLAGE OF WAUCONDA'S PERSONNEL POLICIES, PROCEDURES, RULES AND REGULATIONS. AND I AGREE THAT MY EMPLOYMENT IS "AT-WILL" AND MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE. AND WITH OR WITHOUT NOTICE AND/OR BY COLLECTIVE BARGAINING AGREEMENT, AT ANY TIME, AT EITHER MY OR THE VILLAGE'S OPTION.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that if I am hired, I will be required to provide proof of identity and Information for compliance with the Immigration Reform and Control Act.

Applicant's Signature _____ **Date** _____

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Interview Scheduled: Yes No If yes, date: _____

Interviewed by: _____

Position Interviewed for: _____

Hired: Yes No

Hired By: _____ Date: _____

Are Pre-Employment Screenings Scheduled? Yes No

Position Starting Date: _____

Pay Rate/Salary: _____ Department: _____