

101 N Main Street
Wauconda, IL 60084
(847)526-9600
(847)526-8809 Fax



Employment Application

Revised: February 2008

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.

Please type directly onto this form on your screen. Once finished click the "Print Form" button, sign and fax or return to the above address.

Date of Application: _____

Name

Last: _____ First: _____ Middle: _____

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 (fill in below):

High School Name: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

College/University: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

Other Education: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

Other Training: _____ City, State _____

Yrs. Completed: _____ Major: _____ Diploma? Yes No

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

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.

If yes, describe:

[Empty box for describing convictions]

For the information you list below to be considered, you must supply a copy of your DD214

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

Branch of Service: _____ Dates of Service: _____

Applicable skills acquired:

[Empty box for applicable skills]

WORK HISTORY (fill in below, beginning with most current employment)

Most Recent Employer: _____ Telephone: _____
Address: _____ City: _____ St: _____
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: _____ St: _____
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: _____ St: _____
Date Started: _____ Starting Salary: _____ Starting Position: _____
Last Date Employed: _____ Ending Salary: _____ Ending Position: _____
Name and Title of Supervisor: _____
Description of Duties: _____

Reason for Leaving: _____

NOTE: Please explain any gaps in employment below:

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 of 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

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 _____

EMPLOYMENT REFERENCES

Please list the name, address, and phone number of three references not related to you that we may contact.

1. Company _____	
<input type="checkbox"/> Past Employer	<input type="checkbox"/> Other
Name: _____	Telephone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
(For office use only) _____	

2. Company _____	
<input type="checkbox"/> Past Employer	<input type="checkbox"/> Other
Name: _____	Telephone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
(For office use only) _____	

3. Company _____	
<input type="checkbox"/> Past Employer	<input type="checkbox"/> Other
Name: _____	Telephone: _____
Address: _____	
City: _____	State: _____ Zip Code: _____
(For office use only) _____	

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Interview Scheduled: Yes No

Date: _____

Interviewed by: _____

Position Interviewed for: _____

Starting Date: _____

Pre-Employment Screenings Scheduled? Yes No

Hired: Yes No Position: _____

Pay Rate/Salary: _____ Department: _____

Hired By: _____ Date: _____
