

THE VILLAGE OF
BARTLETT

228 S. MAIN STREET
BARTLETT, ILLINOIS 60103
PHONE 630.837.0800



**AN EQUAL
OPPORTUNITY
EMPLOYER**

M/F/V/H/D

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant with the Village of Bartlett. Your application will be considered without regard to race, color, religion, gender, age, national origin, handicap, disability, ancestry, marital or veteran status or any other type of discrimination prohibited by law. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village of Bartlett. **Please complete the entire application even if you are submitting a resume. PLEASE PRINT IN INK OR TYPE.**

PERSONAL INFORMATION

Position(s) applied for: _____ Date: _____

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Social Security Number: _____

Other address/phone number at which you can be reached: _____

Are you lawfully permitted to work in the United States? Yes No

If the job for which you are applying requires a driver's license, can you provide proof of possessing a valid license?
 Yes No

Have you ever been found guilty of a crime other than a petty moving violation? Applicant is not obligated to disclose sealed or expunged records of conviction or arrest pursuant to section 12 of the IL Criminal ID Act, 20 ILCS 2630/12. Yes No

EMPLOYMENT DESIRED

Please list all days and hours you are available to work: _____

May we contact your present employer? Yes No

On what date can you begin working? _____

Have you ever been employed by the Village of Bartlett before? Yes No

If yes, when, and in what position? _____

EMPLOYMENT HISTORY

Please list your last three employers. Begin with your present or most recent employer. Include all jobs held for the last five years as well as military service assignments, volunteer activities, and periods of unemployment. You may exclude organization names which indicate race, color, religion, gender, national origin, marital or veteran status, handicap, disability, ancestry or any other legally protected status. Continue on a separate sheet of paper if necessary.

1. COMPANY/EMPLOYER: _____

Address: _____ Phone Number: _____

Your job title: _____ Supervisor's name & title: _____

Dates of employment: From: _____ To: _____

Is/was this position full-time or part-time? _____

Beginning pay rate: _____ Current/Ending pay rate: _____

Description of duties performed: _____

Reason for leaving or seeking new position: _____

2. COMPANY/EMPLOYER: _____

Address: _____ Phone Number: _____

Your job title: _____ Supervisor's name & title: _____

Dates of employment: From: _____ To: _____

Was this position full-time or part-time? _____

Beginning pay rate: _____ Ending pay rate: _____

Description of duties performed: _____

Reason for leaving: _____

3. **COMPANY/EMPLOYER:** _____

Address: _____ Phone Number: _____

Your job title: _____ Supervisor's name & title: _____

Dates of employment: From: _____ To: _____

Was this position full-time or part-time? _____

Beginning pay rate: _____ Ending pay rate: _____

Description of duties performed: _____

Reason for leaving: _____

EDUCATION INFORMATION

	NAME & LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	MAJOR FIELD OF STUDY
HIGH SCHOOL				
UNDERGRADUATE COLLEGE/ UNIVERSITY				
GRADUATE COLLEGE/ UNIVERSITY				
TRADE/ VOCATIONAL SCHOOL				

SPECIAL SKILLS & QUALIFICATIONS

Please summarize any job related specialized training, experience, skills, qualifications, certificates and licenses you possess:

REFERRAL SOURCE

Please tell us how you heard about the position for which you are applying (i.e., newspaper ad, walk-in, friend, current Village employee, etc.):

APPLICANT ACKNOWLEDGEMENT STATEMENT

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Bartlett.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

I understand that no representative of the Village of Bartlett other than the Personnel Officer or other designated Village representative has any authority to enter into any agreement contrary to the foregoing. If I am hired, nothing shall restrict my right 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 at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

My signature below confirms that I have read and understand the above statements.

Signature

Date

