



# EMPLOYMENT APPLICATION

Village of Spring Grove  
7401 Meyer Road, Spring Grove, IL 60081  
815-675-2121 www.springgrovevillage.com

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Village. The Village of Spring Grove is an Equal Opportunity Employer and affords equal opportunity to all applicants for all positions.

Position Applied For \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Are you legally eligible for employment in the United States?  Yes  No Are you over 18 years of age?  Yes  No  
 Date available for work: \_\_\_\_\_ Desired Salary Range: \$ \_\_\_\_\_  
 Type of employment desired (check all that apply)  Full Time  Part Time  Temporary  Seasonal  
 Have you ever plead "guilty" or "no contest" to, or been convicted of a felony?  Yes  No *Note: You are not obligated to disclose the existence of any conviction or arrest records which have been sealed or expunged pursuant to Chapter 20 Section 26230/12 of the IL Compiled Statutes.*

**EMPLOYMENT HISTORY** (List your last three employers, starting with the most recent, including military experience)

Employed By: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
 Briefly describe the nature and duties of your position: \_\_\_\_\_

Employed By: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
 Briefly describe the nature and duties of your position: \_\_\_\_\_

Employed By: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone \_\_\_\_\_  
 Job Title \_\_\_\_\_ Name & Title of Supervisor \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
 Briefly describe the nature and duties of your position: \_\_\_\_\_

**REFERENCES** Give name, address and telephone number of three references who are not related to you.

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 3. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Diploma/GED \_\_\_\_\_  
College: \_\_\_\_\_ Years Completed: \_\_\_\_\_ Degree/Type \_\_\_\_\_  
Technical or Certificate Program: \_\_\_\_\_ Type of Certificate earned: \_\_\_\_\_  
Technical or Certificate Program: \_\_\_\_\_ Type of Certificate earned: \_\_\_\_\_

**SKILLS and QUALIFICATIONS** Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying for. \_\_\_\_\_

**Computer Skills** \_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Excel \_\_\_\_\_ Microsoft Access \_\_\_\_\_ Email \_\_\_\_\_ Internet \_\_\_\_\_  
Other \_\_\_\_\_

## MILITARY SERVICE

Branch \_\_\_\_\_ Dates \_\_\_\_\_  
Title \_\_\_\_\_ Type of Discharge \_\_\_\_\_

## PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION

I certify that all the information I have provided in order to apply for and secure work with the Village of Spring Grove is true, accurate and complete. I understand that if any false information, omission or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I expressly authorize, without reservation, the Village of Spring Grove, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and/or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Spring Grove, its employees, agents or representatives, for seeking, gathering and using truthful information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. Misrepresentation or omission of facts contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits.

I understand that The Village of Spring Grove does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the Village of Spring Grove and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and with or without prior notice, and the Village of Spring Grove reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Village of Spring Grove is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are signed by The Village of Spring Grove Board of Trustees.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal Immigration Laws require me to complete an I-9 form in this regard.

I agree to submit to a pre-employment physical and/or drug screen if required by the Village of Spring Grove and understand that any offer of employment is contingent upon successful passing the test if so required.

I certify that I have read, fully understand and accept the terms of the forgoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_