

Application for Employment



An Equal Opportunity Employer

It is the policy of the Village, in accordance with all federal, state and local laws, to provide equal employment opportunities to all qualified persons. All Village personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to the following: race, color, religion, sex, sexual orientation, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status or any other category protected by state or federal law. It is the policy of the Village to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies.

Personal Information

Name: _____ Date: _____

Address: _____

City, State, Zip: _____

Email: _____

Home Phone: _____ Cell Phone: _____

Position Desired: _____

When would you be available to begin work? _____

Are you legally eligible to be employed in the United States? (*Proof of identity and eligibility will be required upon employment.*)

Yes

No

Are you over the age of 18 years? (*If no, you may be required to provide authorization to work.*)

Yes

No

Are you a Veteran?

Yes

No

If yes, what type of education, training, and work experience did you receive while in the military?

Have you ever been convicted of a misdemeanor which resulted in imprisonment or a felony? (A conviction will not necessarily result in the denial of employment.)

Yes

No

If yes, please explain:

Have you ever worked for the Village of Antioch before?

Yes

No

If yes, in which department? _____

Dates of Service: _____ Job Title: _____

Reason for leaving: _____

Do you have any relatives who work for the Village or serve as elected or appointed officials?

Yes

No

If yes, who and where do they work? _____

Are you available to work (**Please check all that apply**):

Days

Full Time

Nights

Part Time

Weekends

Temporary

Education

Type of School	Name and location of School	Years Attended	Course of Study	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				
Other				

Do you belong to any professional trade, business, or civic organizations related to the position for which you are applying?

Yes

No

If yes, please explain and list offices held (*Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.*):

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying?

Yes

No

If yes, please describe:

List academic honors, extracurricular activities, offices held, etc. In high school or college (*Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.*):

Employment History – Start with your present or most recent position:

Name of Employer	Telephone number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (from MM/YY to MM/YY)	
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the work performed: _____ _____ _____ _____	

Name of Employer	Telephone number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (from MM/YY to MM/YY)	
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the work performed: _____ _____ _____ _____	

Name of Employer	Telephone number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (from MM/YY to MM/YY)	
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the work performed: _____ _____ _____ _____	

Name of Employer	Telephone number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (from MM/YY to MM/YY)	

Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the work performed: _____ _____ _____ _____	

Professional References – Give four (4) individuals (Not relatives or friends):

Name	
Position	
Company	
Email/Telephone	

Name	
Position	
Company	
Email/Telephone	

Name	
Position	
Company	
Email/Telephone	

Name	
Position	
Company	
Email/Telephone	

IMPORTANT – PLEASE READ AND SIGN

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the Village of Antioch hires me, my employment will be at-will, meaning that either I or the Village of Antioch can terminate it at any time for any reason.

I authorize the Village of Antioch to make inquiries to my character, employment record and other matters to verify my suitability for employment and release the Village of Antioch and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations, if needed, due to disability, in order to participate in the overall application process.

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 employer 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.

If I receive a conditional offer of employment from the Village, I agree to submit to a pre-employment physical exam, physical testing and/or drug screen(s) if required by the Village of Antioch and understand that any offer of employment is conditional and contingent upon successfully passing the drug screen indicating that I can perform the essential functions of the position I have applied for with or without reasonable accommodation.

If hired, I agree to comply with all current and future rules, regulations, and employment policies of the Village of Antioch and understand that all rules, regulations, and policies relating to conditions of employment are subject to modification by the Village without notice.

I understand that this application is active for ninety (90) days from the date set forth below and that if I want to be considered after that time, I must complete a new application for employment.

Signed _____

Dated ____/____/____

Please return completed form to:

Village of Antioch
Attn: Human Resources
874 Main Street
Antioch, IL 60002