



# 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, 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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Can you perform the essential functions of the position for which you are applying?

Yes

No

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:

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):

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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:

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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):

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**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)	Rates of Pay (Beginning to Final)
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the Work Performed: <hr/> <hr/> <hr/> <hr/>	

Name of Employer	Telephone Number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (From MM/YY to MM/YY)	Rates of Pay (Beginning to Final)
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the Work Performed: <hr/> <hr/> <hr/> <hr/>	

Name of Employer	Telephone Number
Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (From MM/YY to MM/YY)	Rates of Pay (Beginning to Final)
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the Work Performed: <hr/> <hr/> <hr/> <hr/>	

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Full Address (Including Street, City, State & Zip)	Supervisor's Name & Title
Dates Employed (From MM/YY to MM/YY)	Rates of Pay (Beginning to Final)
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason:
Describe the Work Performed: <hr/> <hr/> <hr/> <hr/>	

**Professional References – Give four individuals (not relatives or friends)**

Name	
Position	
Company	
Telephone	

Name	
Position	
Company	
Telephone	

Name	
Position	
Company	
Telephone	

Name	
Position	
Company	
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 test(s) and based upon the results of any physical testing and physical exam required by the Village, 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: Job Applications  
874 Main Street  
Antioch, IL 60002