

# APPLICATION FOR EMPLOYMENT



Position Applied For: \_\_\_\_\_

**INSTRUCTIONS:** Please read the job announcement to determine if you possess the qualifications for the position. Print, using ink or typewriter, answers to all questions on the application. Answer all questions accurately and completely. All statements in your application are subject to verification, and incorrect or incomplete statements may bar or remove you from employment. Read the Certificate of Applicant in Section 7 carefully before signing.

## 1. PERSONAL DATA

Last Name	First Name	Middle	Area Code	Home Telephone
Home Address (Number & Street)			Area Code	Work Telephone
City, State & Zipcode			Social Security Number	
Do you have a valid Driver's License? _____ Yes _____ No      Are you over the age of 18? _____ Yes _____ No				
State	Number	Class	Exp. Date	
Can you submit proof of your legal right to work in the U.S.A.? _____ Yes _____ No				

## 2. EDUCATION AND TRAINING (Attach additional sheets if necessary)

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	Name and Location of Last Grade or High School Attended	Did you Graduate?				
Name and location of Colleges, Universities, Business, or Trade Schools Attended	Number of Units Completed	Sem.	Qtr.	Major Subjects	Degrees or Certificates	Dates Received or Expected
List other training, special qualifications and skills, job related memberships, or certificates, which relate to this position.						

## 3. EXPERIENCE (Including Military)

List all jobs you have held in the last ten years beginning with your present and most recent job. Include earlier relevant experience which may qualify you for the position. If you need more space, you may attach additional sheets. By giving complete information you may improve your chances of employment. **Please complete this section even if you are attaching a resume.**

From:	To:	Title of Your Position			
(Month/Year)	(Month/Year)				
Total Time:		Year(s)	Month(s)	Duties Performed (Be Specific)	
Name and Address of Employer:					
Name of Supervisor		No. Supervised (if any)	No. of Hrs. Per Wk	Salary \$ _____ Hour Month Year (Circle One)	
May We Contact?      Yes      No		Reason for Leaving:			
From:	To:	Title of Your Position			
(Month/Year)	(Month/Year)				
Total Time:		Year(s)	Month(s)	Duties Performed (Be Specific)	
Name and Address of Employer:					
Name of Supervisor		No. Supervised (if any)	No. of Hrs. Per Wk	Salary \$ _____ Hour Month Year (Circle One)	
May We Contact?      Yes      No		Reason for Leaving:			

From: (Month/Year)	To: (Month/Year)	Title of Your Position		
Total Time: Year(s)	Month(s)	Duties Performed (Be Specific)		
Name and Address of Employer:				
Name of Supervisor		No. Supervised (if any)	No. of Hrs. Per Wk	Salary \$ _____ Hour Month Year (Circle One)
May We Contact?	Yes	No	Reason for Leaving:	

  

From: (Month/Year)	To: (Month/Year)	Title of Your Position		
Total Time: Year(s)	Month(s)	Duties Performed (Be Specific)		
Name and Address of Employer:				
Name of Supervisor		No. Supervised (if any)	No. of Hrs. Per Wk	Salary \$ _____ Hour Month Year (Circle One)
May We Contact?	Yes	No	Reason for Leaving:	

**4. A "YES" ANSWER TO ANY OF THE NEXT 4 QUESTIONS REQUIRES AN EXPLANATION UNDER SECTION 5.**

a. Have you ever been employed by the City of Villa Park? _____
b. Are you related to anyone currently employed by the City of Villa Park? _____
c. Have you ever been discharged from a job due to misconduct or unsatisfactory services? _____
d. Have you ever been convicted of a crime? _____
PLEASE NOTE: a conviction is not an automatic bar to employment.

**5. ADDITIONAL INFORMATION**

Use this space to provide additional information as required by this application, or to describe in greater detail any aspects of your experience or activities that are pertinent to the job you are seeking.

**6. REFERENCES**

List 3 references (individuals not related to you who are familiar with your employment qualifications and personal background).				
Name	Address	City	State	(Area Code) Telephone
1.				
2.				
3.				

**7. CERTIFICATE OF APPLICANT – PLEASE READ CAREFULLY**

I have read and understand all the information contained in this application. I authorize the release of information concerning my qualifications, character, or prior employment record to the City of Villa Park through inquiries to any sources. I certify that all statements in this application are true and complete; that there are no misrepresentations, falsifications, or omissions of material fact, and am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction. Furthermore, I may be required to submit verification of any information provided on this application. I understand that as a condition of my employment, I may be required to take and pass a medical examination, complete a supplemental questionnaire regarding criminal history, and to successfully pass a criminal background check in accordance with City policy, which may include live scan and other job-related criminal background investigation. The cost of the criminal background check will be paid by the City.	
SIGNATURE	DATE
ALL APPLICATIONS MUST BE FULLY COMPLETED AND RETURNED TO THE CITY OF VILLA PARK BY THE FINAL FILING DATE.	

<b>OFFICE PERSONNEL USE ONLY</b>				
Arrange Interview:	Yes	No	Hire Date:	Job Title: