

THE VILLAGE OF
BARTLETT

228 S. MAIN STREET
BARTLETT, ILLINOIS 60103
PHONE 630.837.0800



AN EQUAL
OPPORTUNITY
EMPLOYER

APPLICATION FOR EMPLOYMENT

Your application will be considered without regard to race, color, religion, gender, age, national origin, sexual orientation, 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.***

PERSONAL INFORMATION:

Position(s) applied for: _____ Date: _____

Name: _____
Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

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? Yes No

Applicant is not required to disclose records of arrests or convictions that have been sealed or are erased by pardon or expungement, including juvenile records of adjudication or arrest. Applicants may be requested to provide additional information regarding criminal convictions to assist the Village in evaluating qualifications for employment in the position sought. A criminal conviction will not automatically bar an applicant from employment.

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, sexual orientation, marital or veteran status, handicap, disability, ancestry or any other legally protected status. Continue on a separate sheet of paper if necessary.

1. **Company Name/Employer:** _____
Address: _____ Phone Number: _____
Job Title: _____ Name/Title of Supervisor: _____
Dates of Employment: From: _____ To: _____
Full-Time: Part-Time: Seasonal:
Starting Salary: _____ Current/Ending Salary: _____
Briefly Describe the Nature and Duties of Your Position: _____

Reason for Leaving or Seeking New Position: _____

2. **Company Name/Employer:** _____
Address: _____ Phone Number: _____
Job Title: _____ Name/Title of Supervisor: _____
Dates of Employment: From: _____ To: _____
Full-Time: Part-Time: Seasonal:
Starting Salary: _____ Ending Salary: _____
Briefly Describe the Nature and Duties of Your Position: _____

Reason for Leaving: _____

3. **Company Name/Employer:** _____

Address: _____ Phone Number: _____

Your Job Title: _____ Name and Title of Supervisor: _____

Dates of Employment: From: _____ To: _____

Full-Time: Part-Time: Seasonal:

Starting Salary: _____ Ending Salary: _____

Briefly Describe the Nature and Duties of Your Position: _____

Reason for Leaving: _____

EDUCATION:

	NAME AND LOCATION	NUMBER OF YEARS COMPLETED	MAJOR FIELD OF STUDY	DID YOU GRADUATE (CIRCLE ONE)
HIGH SCHOOL				YES / NO
UNDERGRADUATE COLLEGE/ UNIVERSITY				YES / NO
GRADUATE COLLEGE/ UNIVERSITY				YES / NO
TRADE/ VOCATIONAL SCHOOL				YES / NO

SKILLS AND 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 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