

Application for Employment-Village of Swansea; 1400 N. Illinois Street, Swansea, IL 62226 (618)234-0044

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview should notify the Village Administrator.

Please Print or Type

Position applied for: _____

Date of application: _____

Name: _____
Last
First
Middle

Address: _____
Street
City
State
Zip Code

Telephone: _____ Cell/Pager/Other Phone # _____

E-mail Address: _____

If you are under 18, and it is required, can you furnish a work permit?.....[] Yes [] No

If no, please explain _____

Have you ever been employed by the Village? If yes, give dates and positions.....[] Yes [] No

Are you legally eligible for employment in this country?.....[] Yes [] No

Are there any hours, shifts or days you cannot or will not work? _____

Date available for work _____ What is your desired salary range?\$ _____

Type on Employment desired Full-Time Part-Time Temporary Seasonal
 (circle all applicable options)

Are you able to meet the attendance requirements of the position?.....[] Yes [] No

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime?.....[] Yes [] No

If yes, please provide date(s) and details _____

*Answering “yes” to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Do you possess a valid driver’s license? [] Yes [] No If yes, in what State? _____

Employment Experience

List the jobs you have held, starting with the most recent. Include job-related military service assignments and volunteer positions. You may exclude any which indicate protected status.

Most Recent Employer		Dates Employed From-To	Duties and Responsibilities
Address			
City, State, Zip		Hourly Rate of Pay Starting-Ending	
Phone	Supervisor		
Job Title	Reason for Leaving		
Previous Employer		Dates Employed From-To	Duties and Responsibilities
Address			
City, State, Zip		Hourly Rate of Pay Starting-Ending	
Phone	Supervisor		
Job Title	Reason for Leaving		

To include additional employment history, use additional pages or make copies of this page as necessary.

Education and Training

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Technical School				
College				

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

References and Additional Information

Provide information below for three persons who are unrelated to you and can respond to questions about your knowledge, skills, abilities, and on-the-job performance.

Name: _____ Phone #: _____ Years Acquainted: _____
Address: _____
Business or Occupation: _____

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Business or Occupation: _____

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Address: _____
Business or Occupation: _____

List professional, trade, business or civic activities and offices held..
(Exclude those indicating race, color, religion, sex or national origin.)

Make any additional comments you feel would be helpful in our review of your application.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personnel and professional), employers, public agents, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand this application remains current for one (1) year.. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary 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 without prior notice, and the employer 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 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 unless that are in writing and signed by the President of the Board of Trustees.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant _____ **Date** _____

Authority to Release Information

Date: _____

Having made application to the Village of Swansea for employment with the Village of Swansea and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all records that may be of interest to them. This authorization includes, but is not limited to medical, hospital, school and credit records whether privileged or not. This authorization to furnish information is executed in consideration and shall serve as a release of all liability to all parties furnishing such information to the Village of Swansea.

SIGNATURE: _____

Street: _____

City: _____

Zip Code: _____

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE

Position Considered _____

Interviewed By _____

Date _____

Accepted For Employment _____

Comments _____
