

APPLICATION FOR EMPLOYMENT

PLEASE RETURN TO THE VILLAGE CLERK
VILLAGE OF JUSTICE
7800 ARCHER ROAD
JUSTICE, IL. 60458
708-458-2520

AN EQUAL OPPORTUNITY EMPLOYER

INTRODUCTION AND DIRECTIONS:

We welcome you as an applicant for employment. Your application will be considered with others in competition for all positions without regard to race, color, religion, sex, national origin, age, ancestry, handicap, disability or other legally protected status, in accordance with all information contained in or connected with the application personal and confidential and used only in conjunction with you possible employment. The Village of Justice is subject to and complies with the Drug Free Workplace Act of the State of Illinois, and we require pre-employment substance abuse screening and follow-up screening based on reasonable suspicion. Please furnish us with complete information as outlined in this application. Type or hand print an answer to every question in ink. If a question does not apply to you, so state with N/A. You are encouraged to submit any additional information, which you believe, qualifies you for the position for which you are applying. If the space available is insufficient, attach a separate sheet of paper and precede each answer with the number of the referenced questions.

- 1. Position applied for _____
Date of application _____
- 2. Minimum salary of hourly rate required _____ per _____
- 3. Date available _____
- 4. Check one:
_____ Full Time _____ Part Time _____ Seasonal _____ Temporary

PERSONAL INFORMATION:

- 5. Name: _____ Social Security Number: _____
 - 6. Present Address _____
 - 7. Home Phone Number _____ Work Phone Number _____
- Complete question 8 only when relevant to the position for which you are applying.
- 8. Do you have a valid Drivers License? Yes _____ No _____
Drivers License Number _____ State _____ Class _____
 - 9. Are you legally eligible for employment in the United States? Yes _____ No _____
 - 10. If employed, can you furnish proof of age? Yes _____ No _____
 - 11. If you are under 18 years of age, can you provide required proof of you eligibility to work? Yes _____ No _____

Educational Information

Elementary: 6 7 8

High School: 1 2 3 4
(circle highest grade completed)

College: 1 2 3 4 5 6 7

High School: Name of High School _____

Address _____

Final Grade Point Average _____ (A= _____)

Extracurricular Activites _____

Offices, Honor/Awards _____

College/Graduate School:

Name & Location	From	To	Degree	Major	Extracurricular activites,honors,awards

List any skills that you might have that is related to this position. Also list any correspondence courses, seminars, workshops and certificates you hold that might relate to this position:

Employment History

Present employer: _____			
Address: _____		Phone #: _____	
Position Held: _____		Duties Performed: _____	
Employment Dates: From _____ To _____		Reason for leaving: _____	
If less than 2 years on job, please fill out the information below.			
Employer: _____		Address: _____	
Phone #: _____		Position Held _____	Duties Performed _____
Employment Dates: From _____ To _____		Reason for leaving: _____	

May we contact your present employer for a reference? Yes No

Personal References: (Not former employers or relatives)

Name:	Address:	Phone:	Years Acquainted:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Please read the following statement:

Employment with the Village of Justice is contingent upon the successful completion of a specified probationary period. I hereby authorize an investigation of all statements contained in this application. I certify that the above statements are true and correct to the best of my knowledge and that I am aware that any falsification of this application is cause for rejection of application or termination of employment without notice or benefits.

Applicants Signature

Date