

VILLAGE OF FOREST VIEW
GENERAL EMPLOYMENT APPLICATION

Instructions: It is the policy of the Village of Forest View to provide equal opportunity with regard to all terms and conditions of employment. The Village complies with federal and state law prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Please Print

Application Date _____

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip

Home Phone _____ Cellular/Other# _____ E-mail address: _____

Would you accept Full Time Yes No Would you accept Part Time Yes No

Date Available for Work _____ How were you referred to the Village _____

Have you been employed here? Yes No If yes, please provide dates _____

Is this application a request for reemployment following an extended military leave of absence from the village?

Yes No If yes, additional information may be requested.

Are you legally eligible for employment in the United States? (If yes, proof is required if hired) Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law. Yes No Need more information about the job's "essential functions" to respond.

Will you travel if required? Yes No

Will you work overtime if required? Yes No

Have you ever been bonded? Yes No

Please provide your driver's license number, if driving is required for this job _____ State _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for the Village? Yes No

If yes, please explain: _____

Answering "yes" to the following 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. **Note:** You are not obligated to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a misdemeanor or felony? Yes No

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

EMPLOYMENT EXPERIENCE

Place an by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer _____
Contact Name _____ E Mail: _____
Address _____ Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting ____ / ____ to ____ / ____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____ E Mail: _____
Address _____ Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting ____ / ____ to ____ / ____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____ E Mail: _____
Address _____ Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) ____ / ____ to (mm/yy) ____ / ____
Hourly rate/salary: starting ____ / ____ to ____ / ____
Work performed _____
Reason for leaving _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

EDUCATION BACKGROUND

High School: _____ Location _____ Date _____
 Course of Study _____ Did you graduate? Yes No Degree or Diploma _____
College: _____ Location _____ Date _____
 Course of Study _____ Did you graduate? Yes No Degree or Diploma _____
Graduate School: _____ Location _____ Date _____
 Course of Study _____ Did you graduate? Yes No Degree or Diploma _____
Vocational Training/Other _____ Location _____ Date _____
 Course of Study _____ Did you graduate? Yes No Degree or Diploma _____
Continuing Education _____

SPECIAL TRAINING OR SKILLS

Languages, machine or equipment operation, computer skills, etc. that would be of benefit in the job for which you are applying.

REFERENCES

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you

Name	Title	Relationship to you	Telephone Number	E-mail Address	Years Known

ANTI-DISCRIMINATION CLAUSE

The Village of Forest View does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate or non-employee (such as a vendor or resident). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, comments, jokes, or epithets, threats, insults, name-calling, offensive gestures, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. The Village takes all complaints of harassment seriously, and each will be investigated promptly and thoroughly. The Village of Forest View does not discriminate in hiring, training, compensation, benefits, promotion, transfer, demotion, layoff, discipline, or discharge because of an individual's race, color, creed, ancestry, religion, sex, sexual orientation, national origin, mental or physical disability, age, military status, or any other status protected by law. It is our policy to employ, promote and transfer those individuals who possess the required skills, education, experience and qualification for each position.

SOCIAL SECURITY NUMBER

SS # _____ - _____ - _____ The Village of Forest View will follow the Identity Protection Policy approved by the Village Board. The social security number is required for employment purposes only.

APPLICANT STATEMENT

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Village's rules and regulations, and I understand these rules and/or employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Village's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Village. I understand that no Village representative, other than the Village Board of Trustees, and then only when in writing and signed by the appropriate village representative has any authority to enter into any agreement for employment for any specific period of time, or make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and education 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, gather and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 90 days. 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 for me to reapply.

Applicants Signature _____ **Date** _____

FOR OFFICE USE ONLY

Interview Results:

Interviewer

Test Results:

Tests

Administered: _____

Reference Check Results:

Reference Name

Date Contacted

Contacted By:

Attachments:

Resume

Applicants Interview Notes

Applicant Reference Notes

Test Results

Background Check

Drivers License Check