



## Application for Employment

The Village of Roselle considers applications for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital status or any other legally protected status. Those applicants requiring accommodation to the application and/or interview process should notify the Administration Department at (630) 671-2804.  
- AN EQUAL OPPORTUNITY EMPLOYER -

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

### JOB INFORMATION

Position(s) applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referral source:  Advertisement  Employee  Relative  Internet  Walk-In  Other

Name of source (if applicable): \_\_\_\_\_

Have you ever been employed here before?  Yes Dates: \_\_\_\_\_  No

Are you 18 years of age or older?  Yes  No

Are you legally eligible for employment in the U.S.?  Yes  No  
(Proof that you are authorized to work in the U.S. will be required upon employment.)

Type of employment desired:  Full Time  Part Time  Seasonal

Date available for work: \_\_\_\_\_

If the job requires it, do you have a valid driver's license?  Yes  No

Class: \_\_\_\_\_ State: \_\_\_\_\_ DL #: \_\_\_\_\_

**EDUCATION**

School	Name, City & State	Years Attended	Did You Graduate?	Course of Study & Degree
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post-College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical or Trade		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position you are applying. Please also provide, if the job requires, your experience working with the Microsoft Office Suite.

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List professional, trade, business, or civic associations and any offices held.

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Please provide any other information you think would be helpful to the Village in considering you for employment, such as additional work experience, publications, activities, accomplishments, etc.

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**EMPLOYMENT HISTORY**

List your previous employers starting with the most recent. Explain any gaps in employment below.

Employer: _____ Job Title: _____ Address: _____ City/State: _____ Telephone: _____ Supervisor: _____ Reason for Leaving: _____	Duties & Responsibilities: _____ _____ _____ _____ _____	Dates Employed: From: _____ To: _____ <input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time May we contact? _____ _____
Employer: _____ Job Title: _____ Address: _____ City/State: _____ Telephone: _____ Supervisor: _____ Reason for Leaving: _____	Duties & Responsibilities: _____ _____ _____ _____ _____	Dates Employed: From: _____ To: _____ <input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time May we contact? _____ _____
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Explanation for gaps in employment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MILITARY SERVICE**

Have you ever served in the U.S. Armed Forces?  Yes  No Branch: \_\_\_\_\_

Dates of duty (month/year): \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

List name and telephone number of three references who are not related to you and not previous employers.

Name	Telephone	Years Known

**IMPORTANT  
PLEASE READ THE FOLLOWING CAREFULLY**

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract of employment.

I authorize investigation of all statements in this application for the purpose of employment or retention of employment. This might include, but is not limited to, criminal conviction records, motor vehicle driving records, previous employment history and education verification. I understand I am not obligated to disclose expunged juvenile records of adjudication, conviction, or arrest. I hereby release from liability the Village of Roselle and its representatives for seeking, gathering, or using such information and all other persons, corporations, or organizations for furnishing such information.

I also understand that, if hired, I am required to abide by all rules, policies, ordinances, and regulations of the Village. The Village policies relating to conditions of employment are subject to modification by the Village without notice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date