

**APPLICATION FOR EMPLOYMENT**

Please return to:

Village of Berkeley ó Village Administrator ó 5819 Electric Avenue ó Berkeley, IL 60163

Fax: (708) 449-6189 E-mail: [vobfinance@berkeley.il.us](mailto:vobfinance@berkeley.il.us)

**PLEASE USE BLACK PEN WHEN COMPLETING FORM**

**INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION**

We welcome you as an applicant for employment for the Village of Berkeley. It is the policy and intent of the Village of Berkeley to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary, and seasonal employment. 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 Berkeley.

Please furnish us with complete information as requested in this application. Do not submit a resume in place of completing any part of this application. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Village Hall at (708) 449-8840.

Please identify the specific position(s) from our open jobs listings for which you are applying.

1. \_\_\_\_\_ 2. \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Date available \_\_\_\_\_  
Temporary \_\_\_\_\_ Summer \_\_\_\_\_ Minimum Salary \_\_\_\_\_  
Per hour \_\_\_\_\_

**GENERAL INFORMATION**

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Present Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_ How long lived there? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

Is the license currently valid? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you have a valid CDL? Yes \_\_\_\_\_ No \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Have you ever been found guilty of a crime other than a petty moving violation? Yes \_\_\_\_\_ No \_\_\_\_\_

**APPLICANT IS NOT OBLIGATED TO DISCLOSE SEALED OR EXPUNGED RECORDS OF CONVICTION OR ARREST PURSUANT TO SECTION 12 OF THE ILLINOIS CRIMINAL IDENTIFICATION ACT, 20 ILCS 2630/12.**

If yes, please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you related to any employee of the Village of Berkeley or an elected official? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state the name and relationship to you: \_\_\_\_\_

Have you ever been previously employed by the Village of Berkeley? Yes \_\_\_\_\_ No \_\_\_\_\_

When? \_\_\_\_\_ In what position? \_\_\_\_\_

Were you referred by a Village of Berkeley employee or elected official? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please name the employee or elected official. \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATIONAL INFORMATION**

Type of School	Name & Mailing Address of School	Major	Circle Last Year Completed	Degree Earned (If yes, indicate degree)
High School			9 10 11 12	Yes No
College/University			1 2 3 4	Yes No
College/University			1 2 3 4	Yes No
Graduate			1 2 3 4	Yes No
Technical/Business/ Trade School			1 2 3 4	Yes No
Other			1 2 3 4	Yes No

If you are not a high school graduate have you passed the GED test? Yes \_\_\_\_\_ No \_\_\_\_\_

List any correspondence courses, special courses, seminars, workshops, etc. that might relate to this position.

\_\_\_\_\_

List any licenses or certificates relating to this position.

\_\_\_\_\_

List any other skills/experience that relate to this position (Typing, Software Skills, Heavy Machinery, etc.)

\_\_\_\_\_

List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, sexual orientation, race, religion, national origin, age, ancestry, disability or other protected status.)

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please begin with your present or most recent employer and provide all the information requested. Please do not write, ðsee resumeö.

May the Village of Berkeley contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisorø Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisorø Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisorø Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisorø Name: \_\_\_\_\_

Ending Salary: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Please list three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Business Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Business Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Business Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Phone #: \_\_\_\_\_

How were you referred to the Village of Berkeley?

Newspaper  Agency  Employee  School  Web Site  Other

Name of referral source: \_\_\_\_\_

**APPLICANT AGREEMENT: RELEASE AND CERTIFICATION**

**Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.**

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of an introductory period and a post-offer, pre-employment physical exam and drug screen. I authorize the investigation of all statements and information contained in this application. I release the Village of Berkeley from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Village of Berkeley rules and regulations.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_