



VILLAGE OF BERKELEY

Application for Employment

USE BLACK PEN WHEN COMPLETING FORM



Please Return to: Village of Berkeley, 5819 Electric Avenue, Berkeley, IL 60163

Or

Fax: (708) 449-6189 or E-mail: employment@berkeley.il.us

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. While resumes are acceptable, 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:

Full-Time: Part-Time: Date Available: _____
 Temporary: Seasonal: _____

GENERAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License Number: _____ State: _____ Class: _____

Is the License Currently Valid? Yes No Do You Have a Valid CDL? Yes No

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

If Yes, Please Indicate When and What Position: _____

Are You Referred by a Village of Berkeley Employee or an Elected Official? Yes No

If Yes, State the Name of the Employee or Elected Official: _____

Are You at Least 18 Years of Age? Yes No

EDUCATIONAL INFORMATION

High School (Select Last Year Completed) GED 9th 10th 11th 12th

Name/Location of High School Attended: _____

College (Select Last Year Completed) None 1st 2nd 3rd 4th

Name/Location of College Attended: _____

Degrees or Special Courses of Training: _____

Technical/Business or Trade School: _____

List Licenses or Certificates: _____

List Foreign Languages (speak, read, write) _____

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 COMPLETE SECTION EVEN IF RESUME IS ATTACHED.

May the Village of Berkeley Contact Your Current Employer? Yes No

Employer: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Reason for Leaving: _____

Position Title: _____ Supervisor's Name: _____

Hours Per Week: _____

Provide A Brief Description Of Your Duties:

Employer: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Reason for Leaving: _____

Position Title: _____ Supervisor's Name: _____

Hours Per Week: _____

Provide A Brief Description Of Your Duties:

Employer: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Reason for Leaving: _____

Position Title: _____ Supervisor's Name: _____

Hours Per Week: _____

Provide A Brief Description Of Your Duties:

Employer: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Reason for Leaving: _____

Position Title: _____ Supervisor's Name: _____

Hours Per Week: _____

Provide A Brief Description Of Your 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: _____

Position Title: _____ Relationship: _____

Phone Number: _____ Years Known: _____

Name: _____ Company: _____

Position Title: _____ Relationship: _____

Phone Number: _____ Years Known: _____

Name: _____ Company: _____

Position

Title: _____ Relationship: _____

Phone Number: _____ Years Known: _____

How Were You Referred To The Village Of Berkeley?

Newspaper Agency Employee School Website Other

If Other, Please Indicate the Name of the Referral Source: _____

APPLICANT AGREEMENT: RELEASE AND CERTIFICATION

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.

Therefore, I give my consent for full and complete disclosure to the Village of any and all public and private information, including files or records which are deemed to be confidential, and/or sealed/ that you may have concerning me. I authorize any representative of the Village bearing this authorization, or a copy thereof, to obtain any and all such information in your files pertaining to me, specifically including, but not limited to:

- my employment records;
- my military service record;
- my medical and psychiatric / psychological records;
- my educational records;
- my financial and consumer credit reports;
- my criminal history record, including any arrest and conviction records;
- any information contained in investigatory files, internal affairs, investigation files and disciplinary records;
- any efficiency ratings, complaints or grievances filed by or against me;
- my attendance records; and
- my polygraph examinations

I direct every person, firm, company, corporation, governmental agency, court, association, educational institution, hospital or other repository of records, having control of any documents, records and other information pertaining to me, to release such information upon request of the Village. I release all aforementioned parties from any and all liability for damages of whatever kind, including any liability or damages pursuant to any state, federal laws, which may result at any time to me, my heirs, my family or associates, because of compliance with this authorization and request to release information, or any contempt to comply with it. I direct to any aforementioned party the authorization to release such information upon request of the Village regardless of any agreement I may have made with you previously to the contrary.

Applicant, in consideration of the payment by the Village of the fees associated with the conduct of examinations to be taken by the Applicant, hereby agrees to waive any claims the Applicant may now have or may have in the future (specifically including any claim as to personal injury and/or damages) arising from Applicant's participation in any examination (specifically including a physical ability/agility examination) or background investigation conducted by or for the Village as part of its pre-employment screening process for the position.

The Applicant further states that this waiver is given voluntarily and with the knowledge that the Applicant is waiving any and all liability the Village may incur as to the Applicant resulting from the Applicant's participation in the pre-employment screening process. The Applicant specifically waives the right to written notice required of any former employer pursuant to the Personnel Records Review Act, 820IS, 40/7 (1). The Applicant also acknowledges that the Applicant had the opportunity to discuss the import of this Waiver with legal counsel of Applicant's own choosing.

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 from employment and employment related documents I have provided.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____