



Village of Midlothian

The Community Pride Built

14801 S. Pulaski Road, Midlothian, IL 60445 (708) 389-0200

APPLICATION FOR EMPLOYMENT

The Village of Midlothian is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the Village of Midlothian. It is the policy and intent of the Village of Midlothian 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 Midlothian. This application form will be used by various Village of Midlothian management, elected and appointed officials, for the purpose of recruiting and hiring.

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. However, you may attach a resume or copies of documents you feel help clarify your background. Your ability to complete this application as requested will be evaluated and used as one basis for selection decisions.

NOTE: Any person completing this Application may be subject to a fingerprint-based criminal history record information check, depending on the position being applied to. Driver's history abstract and proof of insurance will only be required for individuals who would be driving vehicle owned by the Village.

If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Village of Midlothian at (708) 389-0200.

PLEASE HAND PRINT CLEARLY, in BLACK or BLUE INK, And IN YOUR OWN HANDWRITING

GENERAL INFORMATION

| | | | |
|--|------------|---------------------|----------|
| Name: Last, First Middle | | Date of Application | |
| Address | City | State | Zip Code |
| Home Telephone | Cell Phone | | |
| Email Address | | | |
| Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: | | | |
| Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: | | | |
| Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Are you currently on "lay-off" status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Driver's license number, if driving may be required in the position you are applying to. State ___ DL# _____ - _____ | | | |

Please identify the specific position for which you are applying: _____
 Full-time Part-time Temporary Seasonal Date Available: _____

EDUCATIONAL INFORMATION

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

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

EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all information requested.

May the Village of Midlothian contact your current employer? Yes No

| | | | |
|--|------|--------------------|----------------|
| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | | Supervisor's Name | Hours Per Week |
| Duties | | | |
| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | | Supervisor's Name | Hours Per Week |
| Duties | | | |
| Continued on next page | | | |

| | | | |
|--|-------------------|--------------------|----------|
| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | Supervisor's Name | Hours Per Week | |
| Duties | | | |
| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | Supervisor's Name | Hours Per Week | |
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| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | Supervisor's Name | Hours Per Week | |
| Duties | | | |
| Employer | | Telephone Number | |
| Address | City | State | Zip Code |
| Dates of Employment From: _____ To: _____ | | Reason for Leaving | |
| Title | Supervisor's Name | Hours Per Week | |
| Duties | | | |
| <p align="center">Explain any gaps in your employment, other than those due to personal illness, injury or disability.</p> | | | |
| <p align="center">If not addressed above or on previous page, have you ever been fired or asked to resign from a job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | |
| <p>If yes, please explain:</p> | | | |

Add Additional Pages If Needed

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|--|
| List any special courses, seminars, workshops, etc., that might relate to this position |
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| |
| List any licenses or certificates relating to this position. |
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| List any other skills/experience that relate to this position (typing, Software Skills, Heavy Machinery, etc.) |
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| 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.) |
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MISCELLANEOUS INFORMATION

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| Have you ever been convicted of a crime other than a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> 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, explain: |
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| List all other names you have used, including nicknames. If you have ever used any surnames other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place and court. |
| |

| List chronologically all of your residences in the past 10 years (include address while attending school, if away from home: and all military addresses, including any off military base). | | | | | |
|--|----|---------|------|-------|----------|
| FROM | TO | ADDRESS | CITY | STATE | ZIP CODE |
| | | | | | |
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U.S. MILITARY STATUS & RECORD

| Present Selective Service Classification | | | Do you have an uncompleted military obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: | | |
|--|-------------------|----|--|---------|--------------|
| Branch of Service | Active Duty Dates | | Rank Held | | Type of Duty |
| | From | To | Entry | Release | |
| | | | | | |
| | | | | | |
| | | | | | |
| Type of Discharge | | | Do you have a Reserve obligation? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: | | |

PROFESSIONAL REFERENCES

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

| | | | |
|---------|-------|-----------|-----------------------|
| Name | Title | Telephone | Number of Years Known |
| Address | | City | State |
| | | | |
| Name | Title | Telephone | Number of Years Known |
| Address | | City | State |
| | | | |
| Name | Title | Telephone | Number of Years Known |
| Address | | City | State |
| | | | |

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|---|
| State any additional information you feel may be helpful to us in considering your application. |
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APPLICANT'S STATEMENT

Read the Following Carefully before Signing this Application

By signing below, I acknowledge that I have truthfully answered all the questions on this employment application and the information provided is accurate and complete.

I authorize the Village of Midlothian and its agents to investigate and verify the information provided herein, and authorize all individuals listed to give the Village of Midlothian and its agents any and all information relative to such investigation, including but not limited to, information concerning my previous employment and any disciplinary action taken against me. I hereby release and hold harmless all persons, boards, entities or organizations, from any and all claims, debts, charges, causes of action, damages, or any and all liability that may arise from furnishing same to the Village of Midlothian or its agents. I waive any right I may have to prior notice of disciplinary records that may be released to the Village of Midlothian or its agents by any individuals, boards, entities or organizations named or referred to in this application.

This application for employment shall be considered active for a period of 45 days, unless currently active with the Board of Fire and Police Commissioners. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being taken at this time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at Will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I hereby certify that the statements given herein are true and complete to the best of my knowledge and belief and that any false or misleading statements, misrepresentations or omissions contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits. I understand that this document does not constitute an offer of employment or employment contract and establishes no obligation on the part of the Village of Midlothian or its agencies to employ me.

I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date