E.M.A

14801 S. Pulaski Road
Midlothian, IL 60445
Ph: (708) 389-0200
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Emergency Management Agency

APPLICATION FOR APPOINTMENT

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FOR APPOINTMENT

The Village of Midlothian considers applicants for all appointments to the Emergency Management Agency of the Village of Midlothian without consideration of the race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status in accordance with applicable federal, state and local laws.

Please complete this application form in its entirety. The submission of a resume in lieu of completing any part of this application will not be considered acceptable. However, you may attach a resume or copies of documents that you feel expound your background and make you a suitable candidate for appointment. Your completion of this application as requested will be evaluated and used as one the basis for appointment.

If you are an individual with a disability and require assistance or an accommodation in completing this application, please contact the Village of Midlothian at (708) 389-0200 so that we may assist you.

PLEASE PRINT CLEARLY

GENERAL INFORMATION

Name: Last, First Middle			Date of Application		
Address		City		State	Zip Code
Primary Telephone	Alternate Phone				
Email Address					

Have you submitted an application here before? ☐ Yes ☐ No   If yes, give date:
Have you been employed here before? ☐ Yes ☐ No   If yes, give date:
Are you legally eligible for employment in the United States? ☐ Yes ☐ No
On what date would you be available for appointment?
Can you travel if one of our assignments requires you to do so? ☐ Yes ☐ No
Are you a licensed motor vehicle operator? ☐ Yes ☐ No

Approved 4-6-16

EMPLOYMENT HISTORY

Please begin with your present or most recent employer, and provide all information requested. Include any job related military assignments and volunteer activities. *Note: If you need additional space, attach a continuation sheet at the end of the application. *You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.*

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

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

Approved 4-6-16

RESIDENCY

List chronologically **ALL** of your residences since the age of sixteen (16) and account for all time periods from that date until present. Please begin with your most recent place of residence. In completing this portion of the Application, the Village requests that you indicate the actual physical location of your residence as opposed to listing apost office box as an address. You are not required to list temporary residences you undertook while attending an educational institution, however, the Village asks that if you were in active military service that you list each place of residence during your service including your base or ship/home port. *Note: If you need additional space, attach a continuation sheets at the end of the application.

From / To (List Month/Year)			Telephone Number	
Address	City		State	Zip Code

From / To (List Month/Year)			Telephone Number	
Address	City		State	Zip Code

From / To (List Month/Year)			Telephone Number	
Address	City		State	Zip Code

From / To (List Month/Year)			Telephone Number	
Address	City		State	Zip Code

REFERENCES

List three references whom you believe can speak to your character, academic/work experience and/or community service and whom you believe can describe why you would be a valuable member of the EMA. The Village of Midlothian requests that your listed references not be members of your immediate family or otherwise related to you by blood, marriage or adoption.

Name (Last, First, Middle)		Years Known	Telephone Number	
Address	City		State	Zip Code

Name (Last, First, Middle)		Years Known	Telephone Number	
Address	City		State	Zip Code

Name (Last, First, Middle)		Years Known	Telephone Number	
Address	City		State	Zip Code

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EDUCATIONAL INFORMATION

List all educational schools including trade, business and certificate-based programs.

Type of School	Name & Mailing Address of School	Course of Study	Circle Last Year Completed	Degree Earned (If yes, indicate degree)
High School			9 10 11 12	☐ Yes ☐ No
Undergraduate College			1 2 3 4	☐ Yes ☐ No
Graduate / Professional			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

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Summarize any special job-related skills and qualifications acquired from school, employment or other experience. Include skills in office equipment, machinery and other skills application to this appointment.

Describe any specialized training, apprenticeships or extra-curricular activities that you have that would benefit the Emergency Management Agency.

State any additional information you feel may be helpful to us in considering your appointment to the Village of Midlothian's Emergency Management Agency.

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AVAILABILITY

What is your availability for working with the Emergency Management Agency?

Day of the Week	Morning Hours Available 7am – 3pm	Evening Hours Available 3pm – 11pm	Night Hours Available 11pm – 7 am
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

MISCELLANEOUS INFORMATION

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.

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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 application for appointment, 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 the same to the Village of Midlothian or its agents. I further waive any right I may have to the confidentiality of and/or prior notice required prior to release of disciplinary records by any individuals, boards, entities or organizations named or referred to in this application to the Village of Midlothian or its agents during the course of its investigation.

This application for appointment to the EMA shall be considered active for a period of 45 days. Any applicant wishing to be considered for appointment 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 appointment relationship with this organization is of an "at-will" nature, which means that the appointee may resign at any time and the Village may discharge appointee at any time with or without cause. It is further understood that this "at-will" appointment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized official of the Village.

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 appointment application is cause for disqualification from appointment consideration or, if appointed, 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 to employ me or appoint me to any particular position.

I understand that if appointed, I will be required to abide by all rules and regulations of the Village of Midlothian.

_____   _____
Signature of Applicant   Date

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