



Village of Homer Glen

Application for Employment

Instructions: Thank you for your interest in the Village of Homer Glen. Please fill out this application completely and accurately. If a question does not apply to you, insert "N/A" in the answer space. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Stacy Patrianakos, Human Resources Manager at 708-301-0632. All information contained in or connected with this application will be considered personal and confidential and used only in connection with your possible employment by the Village of Homer Glen.

It is the policy and intent of the Village of Homer Glen to provide equal employment opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary and seasonal employment.

Notice: If you are completing this application via electronic form, please download the PDF, save the completed application and submit via mail or email to humanresources@homerglenil.org.

GENERAL INFORMATION

Position Applying For: _____ Date: _____

Type of Employment Desired: Full-Time Part-Time Temporary Seasonal

Referral Source: Advertisement Employee Relative Other

Name of Referral Source: _____

PERSONAL INFORMATION

Name: _____

Last	First	Middle
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Address: _____

Street	City	State	Zip
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Phone Numbers: _____

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

If hired, can you provide proof that you are of legal age to work in the position for which you are applying in the State of Illinois? Yes No

Do you have a valid Driver's License? Yes No

Do you have a valid CDL?

Yes No

EDUCATION AND TRAINING

School	Name/Address	Courses of Study	Circle Last Year Completed	Degree Earned (If yes, indicate degree)
High School			<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 4	Yes No <input type="radio"/> <input type="radio"/>
College			<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 4	Yes No <input type="radio"/> <input type="radio"/>
Post-College/ Vocational			<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 4	Yes No <input type="radio"/> <input type="radio"/>
Other			<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> 1 2 3 4	Yes No <input type="radio"/> <input type="radio"/>

Skills and Qualifications -List special training, skills, licenses and certificates relating to this position

Technical Skills -List any skills/experience that relates to this position (software, heavy machinery, etc.):

List any professional, trade, business or civic associations to which you belong (please exclude memberships that would reveal any protected status):

Please provide any other information you think would be helpful to the Village in considering you for employment:

EMPLOYMENT HISTORY - Please begin with your present or most recent employer and provide all the information requested.

Employer: _____ Phone Number: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

Duties: _____

May we contact? Yes No

Employer: _____ Phone Number: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

Duties: _____

May we contact? Yes No

Employer: _____ Phone Number: _____

Address: _____

Job Title: _____ Supervisor's Name: _____

Start Date: _____ End Date: _____

Reason for Leaving: _____

Duties: _____

May we contact? Yes No

MILITARY SERVICE - Have you ever served or are you currently serving in the US Armed Forces or National Guard? Yes No

If yes, please provide dates of duty: _____

Type of Discharge: _____

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

Business Relationship: _____ Years Known: _____
Address: _____ Phone Number: _____

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Business Relationship: _____ Years Known: _____
Address: _____ Phone Number: _____

PLEASE READ CAREFULLY

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that making false or incomplete statements on this application in any item or detail is grounds for disqualification from further consideration for employment, or for dismissal.

I understand that all candidates hired are subject to satisfactory completion of a probationary period, drug screen and background investigation. I authorize the investigation of all statements and information contained in this application. I release the Village of Homer Glen 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 agree to conform to the rules and regulations of the Village of Homer Glen and understand that my employment and compensation are at-will and can be terminated at any time, with or without cause, and with or without notice, at the option of either the Village of Homer Glen or me. I further understand that no representative of the Village of Homer Glen, other than the Village Manager, has any authority to offer me employment for any specified period of time.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____