



La Grange Village Hall

Village of La Grange

53 South La Grange Road

PO Box 668

La Grange, Illinois 60525

Phone: (708) 579-2300

Fax: (708-579-0980

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Applicants for Village employment are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PERSONAL DATA

Name _____ Date _____
Last (Please Print) First Middle Initial

Current Address _____ How Long? _____

City, State, Zip _____ Phone _____

Driver's Lic. No. _____ State _____ Social Security No. _____

Are you authorized to work in the United States? No Yes

Position applied for _____ Salary Expectations _____

When would you be available to begin employment? _____

Type of Employment: Permanent Temporary Part-time Seasonal

Referral Source: Advertisement Friend Relative Other

Have you filed an application for Village employment before? No Yes

If Yes, list date and position applied for _____

Have you ever been convicted of an offense other than a minor traffic violation? No Yes

If yes, please explain and list date convicted. *(Conviction does not necessarily disqualify an applicant from employment)*

(Do not include criminal history record information that has been ordered expunged, sealed or impounded.)

EDUCATIONAL DATA

High Name of School and Location _____

School: Did you graduate? (yes or no) _____ No. of years attended (circle one) 1 2 3 4

If less than 4 years, has GED been obtained? _____ No _____ Yes

College: Name of School and Location _____

Type of Training and Major _____ Degree Earned _____

Number of years attended _____

List any certifications, licenses, seminars, training sessions, skills, etc., that might relate to this position.

PREVIOUS EMPLOYMENT DATA

May we contact your present and/or former employer(s) _____ No _____ Yes _____ Initials

List your three most recent employers, starting with the most current (or attach your resume):

1. Employer _____ Supervisor _____

Employer's Address _____

Dates of Employment _____ Ending Salary _____

Duties _____

Reason for Leaving _____

2. Employer _____ Supervisor _____

Employer's Address _____

Dates of Employment _____ Ending Salary _____

Duties _____

Reason for Leaving _____

3. Employer _____ Supervisor _____

Employer's Address _____

Dates of Employment _____ Ending Salary _____

Duties _____

Reason for Leaving _____

MILITARY SERVICE

Branch of Service _____ Dates of Service _____ to _____

REFERENCES

List three persons you are not related to and by whom you have not been employed. These people should have known you for several years.

1. _____
Name Address Phone Occupation
2. _____
Name Address Phone Occupation
3. _____
Name Address Phone Occupation

May these references be contacted? _____ No _____ Yes

Do you have any physical, mental or medical impairment that will affect your ability to perform the essential functions of the position applied for? _____ No _____ Yes

If Yes, please explain _____

I authorize the Village of LaGrange to conduct appropriate criminal background and driving background checks.

Applicant's Signature _____ Date _____

Attest _____
(For the Village of LaGrange - to be signed by employee accepting application)

Briefly describe your career goals

What are your personal strengths and weaknesses?

I do hereby certify that all of the information presented on this application is true and correct to the best of my knowledge, and I fully understand that by knowingly providing incorrect information, I am subject to the disciplinary actions of the Village of LaGrange and, if employed, may be terminated for supplying such incorrect information.

Full Signature

Date

INTERVIEWER'S NOTES



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PRE-EMPLOYMENT DRUG AND ALCOHOL TESTING

JOB APPLICANT CONSENT FORM

I, _____, understand that I must take and pass a drug and alcohol test if I want to be hired by the Village of La Grange.

I know I may refuse to take the test if I wish, but that my refusal will mean I will not be hired.

I have been told that if I choose to be tested:

- I will have to provide a urine specimen at a facility chosen by the Village and cooperate in the facility's normal collection procedures;
- My specimen will be sent to a laboratory chosen by the Village and tested for evidence I use drugs such as marijuana, cocaine, opiates, PCP, and amphetamines;
- If the lab finds no evidence of such drug use in my urine, I will have passed the test and may (but not necessarily) be eligible to be hired;
- If the lab finds evidence of such drug use in my urine, a doctor retained by the Village will make reasonable efforts to contact me to offer me an opportunity to rebut or explain my test results. If I rebut or explain the results to the satisfaction of the doctor, I will be treated as if I have passed the test;
- If I do not satisfactorily rebut or explain any evidence of drug use, the doctor will disclose my results to the Village and I will not be hired;
- If I fail the test, I may re-apply in six months or after submitting evidence I am participating successfully in a drug treatment program.

After considering my option, I have freely, knowingly, and voluntarily decided to:

_____ Consent to be tested

_____ Refuse to be tested

Applicant Signature

Date and Time



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NOTICE REGARDING BACKGROUND INVESTIGATION

IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGEMENT

Pursuant to your application for employment with the Village of La Grange (“the Village”), the Village will conduct a background investigation for employment purposes. I do hereby authorize the Village of La Grange to conduct a background investigation for the purpose of obtaining any information in connection with my application for employment, including but not limited to obtaining information about myself, my prior employment, job performance, education, criminal history, driving record, character, general reputation, qualifications, personal characteristics, and work habits. I understand that this investigation may include obtaining personnel records from current or former employers and oral or written interviews with my current and former employers, co-workers, friends, neighbors, relatives, references and others who know me.

I understand and realize that the information being requested may prove unfavorable to me. I hereby authorize, without reservation, any law enforcement agency, administrator, state or Federal agency, institution, school or university (public or private), information service bureau, employer, individual or insurance company to furnish any and all information requested by the Village of La Grange and to answer all questions asked. I agree to hold any source of information harmless for any error in reporting this information. I release all persons whomever from any liability arising out of or resulting from the release of this information and cooperation in this background investigation.

I hereby specifically authorize my current and former employers to provide the Village of La Grange full copies of my personnel file, and I waive my right to receive written notice from any and all current and former employers that provide copies of my personnel records pursuant to the Personnel Record Review Act, 820 ILCS 40/7 (3) (A).

I release the Village and its officers, officials, directors, agents, employees and affiliates from any and all liability for damages of whatever kind which may arise from or relate to any background information requested, obtained or used by the Village in connection with my application for employment.

SIGNED: _____

DATE: _____

WITNESSED: _____

POSITION: _____