



## Employment Application

Conditions of employment are stated at the end of the form. Please read carefully before you sign this application. The Application must be completed in full even if attaching a resume. The Village of Chatham is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state, or federal laws.

### Applicant Information

Last Name:	First Name:	Middle Initial:	
Present Address:	City:	State:	Zip:
Telephone Number:	Email Address:	Social Security Number:	

How did you hear about The Village of Chatham   
 Career Placement Center   
 Newspaper   
 Job Fair   
 Recruited  
 Employee Referral (Name of Employee) \_\_\_\_\_   
 Other \_\_\_\_\_

Position Applying for: \_\_\_\_\_      On what date would you be available to work?    /    / \_\_\_\_\_

Are you legally eligible to work in the United States?       Yes       No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18 years? *(If no, you may be required to provide authorization.)*       Yes       No

Can you, with or without reasonable accommodations, perform the essential functions of this job?  
*(If you have any question about the functions of the job, please ask the Interviewer before answering this question)*       Yes       No

Have you ever applied with The Village of Chatham before? *(If yes, please give date: \_\_\_\_\_)*       Yes       No

Have you ever worked for The Village of Chatham before? *(If yes, please give dates: \_\_\_\_\_)*       Yes       No

Do you have a valid driver's license? *(For driving positions only.)*       Yes       No

Have you been convicted of any moving violations in the past five years?       Yes       No

If yes, please explain: \_\_\_\_\_

Is anyone related to you employed by The Village of Chatham?       Yes       No

If yes, please explain who and in what department: \_\_\_\_\_

Have you ever been fired or asked to resign from a job?       Yes       No

If yes, please explain: \_\_\_\_\_

Have you ever worked under a different name?       Yes       No

If yes, please list name: \_\_\_\_\_

**Please Check Schedule Availability**

I am available and desire to work FULL-TIME (40 hours a week) and do not have restrictions on my hours and days.

I am available and desire to work PART-TIME (32 hours a week or less) and have the following restrictions on my hours and days.

Hours Available	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>From:</b>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.						
<b>To:</b>	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.						

**Note:** Work schedules are based on the needs of the business and may be subject to change on a weekly basis.

**Attendance and Punctuality Information**

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with this company?  Yes  No If Yes, please explain: \_\_\_\_\_

**Personal References**

(List two individuals; not relatives or employers)

<b>1</b>	Name:	Occupation BusinessPhone:	<b>2</b>	Name:	Occupation BusinessPhone:
	Address:	Title/Relationship:		Address:	Title/Relationship:
	City, State, Zip:	How long known?		City, State, Zip:	How long known?
	Phone Number:	Alternate Phone Number:		Phone Number:	Alternate Phone Number:

**Additional Experience or Qualifications:**

List any other experience, skills or other qualifications including additional languages fluently spoken, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

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**Education Information**

	Name and Location of School	Course of Study	Number of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade				

## Employment History

Begin with your most recent employer and continue with all past employment. (Attach additional sheet if necessary.)

<b>1</b>	Employer Name:	From Month      Year	Job Title:	Reason for Leaving:
	Address:	To Month      Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
<b>2</b>	Employer Name:	From Month      Year	Job Title:	Reason for Leaving:
	Address:	To Month      Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
<b>3</b>	Employer Name:	From Month      Year	Job Title:	Reason for Leaving:
	Address:	To Month      Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
<b>4</b>	Employer Name:	From Month      Year	Job Title:	Reason for Leaving:
	Address:	To Month      Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			
<b>5</b>	Employer Name:	From Month      Year	Job Title:	Reason for Leaving:
	Address:	To Month      Year	Describe your duties:	
	City, State, Zip:			Name & Title of Immediate Supervisor:
	Phone Number:			

**Important, Please Read Carefully Before You Sign**

I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the Village or its subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Village. I understand this decision is to rest with the Village.

If employed, I agree to hold in strictest confidence any information concerning the Village, its Insured's, and its Agents which may come to my knowledge.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

Applicant is not obligated to disclose sealed or expunged records of conviction or arrest pursuant to Section 12 of the Illinois Criminal Identification Act, 20ILCS 2630/12.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by The Village of Chatham that such employment with The Village of Chatham is at will, for no specified duration and may be terminated by The Village of Chatham or myself at any time with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of The Village of Chatham or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of The Village of Chatham, except the President, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of The Village of Chatham.

In consideration for employment with The Village of Chatham, if employed, I agree to conform to the rules, regulations, policies, and procedures of The Village of Chatham at all times and understand that such obedience is a condition of employment. I understand that due to the nature of The Village of Chatham's business, attendance and punctuality are considered essential requirements of every job at The Village of Chatham and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with The Village of Chatham, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to The Village of Chatham and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

**By signing below, I acknowledge that I have read, understood, and agree to the above statements.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date