

VILLAGE OF MINOOKA EMPLOYMENT APPLICATION

121 E. McEvelly Road
Minooka, Illinois 60447

(PLEASE PRINT) Do not use a pencil

Position Applied For: _____

Name: (Last, First, Middle): _____

Current Address:

(Street -Apt # or Mailing Address)

Previous Address: (If you have not lived at current address for 5 yrs.)

(Street -Apt # or Mailing Address)

(City, State, Zip Code)

(City, State, Zip Code)

() _____

Area Code

Home Phone

() _____

Area Code

Work/Message Phone

Are you related to any Village of Minooka employee or a member of the Village Board, Advisory Board, or Commission?

_____ No _____ Yes

Dept./Board, etc. _____

If Yes, Name (s): _____

Relationship(s) to you: _____

Are you 18 years of age or older?

_____ No _____ Yes

Did you receive a high school diploma or GED?

_____ No _____ Yes

Circle highest grade completed: 5 6 7 8 9 10 11 12

College 1 2 3 4 5 6

Name of High School Attended _____

Names of Colleges or Universities Attended

From

To

Type of Degree

Degree

Completed? Y/N

Major & Minor

Credit Hours

Other Schools: Technical, Business, Trades, etc.

From

To

Course Studied

Do you have a valid Driver's License?

_____ No _____ Yes

If yes, what state (IL)? _____

License Number: _____

Do you have a current Commercial Driver's License?

_____ No _____ Yes

If yes, what class (A, B, C)? _____

Registration/Certifications/Licenses/Special Skills/Professional Memberships:

Have you ever been employed by the Village of Minooka?

_____ No _____ Yes

If yes, give employment date.

Have you ever applied for employment with the Village of Minooka?

_____ No _____ Yes

Are you currently employed? _____ No _____ Yes

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? _____ No _____ Yes

Are you currently on "lay-off" status and subject to recall? _____ No _____ Yes

Can you travel if the job requires it? _____ No _____ Yes

On what date would you be available for work? _____

SERVICE RECORD

Branch Of Service _____ Discharge Date _____
Rank _____

Present Membership in National Guard or Reserves _____ Date _____
Obligation Ends _____

* List complete work experience. If more space is required, fill out a blank sheet of paper or use the Employment Application Addendum form. Include military and volunteer experience. Do not write "See Resume" in the spaces below instead of completing the following employment record.

PRESENT/

MOST RECENT EMPLOYER _____

Position Title _____ City/State _____
Supervisor's Name/Title _____ Supervisor's Phone # _____
Employment Date From _____ To _____ Hours/Week _____
Major Duties _____ Salary _____

Reason for leaving _____

May we contact your present employer/supervisor? _____ Yes _____ No

EMPLOYER _____

Position Title _____ City/State _____
Supervisor's Name/Title _____ Supervisor's Phone # _____
Employment Date From _____ To _____ Hours/Week _____
Major Duties _____ Salary _____

Reason for leaving _____

EMPLOYER

Position Title _____ City/State _____
 Supervisor's Name/Title _____ Supervisor's Phone # _____
 Employment Date From _____ To _____ Hours/Week _____
 Major Duties _____ Salary _____

Reason for leaving _____

EMPLOYER

Position Title _____ City/State _____
 Supervisor's Name/Title _____ Supervisor's Phone # _____
 Employment Date From _____ To _____ Hours/Week _____
 Major Duties _____ Salary _____

Reason for leaving _____

Other Qualifications

Summarize special job-related skills and qualifications from other employment experience

Specialized Skills

Office

_____ Computer _____ Word Other (please list):
 _____ Calculator _____ Excel
 _____ Typewriter _____ Fax

Equipment

_____ Dump Truck _____ Backhoe Other (please list):
 _____ Skid Steer _____ Tractor
 _____ Lawn Mower (riding) _____ Wheel Loader

References: Give below the names of three persons not related to you, whom you have known at least one year.

	<u>Name</u>	<u>Address</u>	<u>Years Acquainted</u>	<u>How Acquainted</u>
1)				
2)				
3)				

Since your 17th birthday, have you been convicted (found guilty, or plead guilty or no contest) of any criminal offense? Yes No

Please be very careful in completing this section. The personnel office will verify this information. The Village of Minooka highly values integrity. It is essential that you be honest and truthful. The information disclosed will not necessarily bar you from further consideration. This includes any misdemeanors and felonies (i.e., assault, burglary, disorderly conduct, domestic violence, drug related convictions, Driving Under the Influence (DUI); alcohol offense, drug offence, failure to appear in court, larceny, shoplifting, trespassing, etc. Such convictions may have resulted in a fine (s), community service, probation, or jail/prison time. Applicants are not required to report convictions that have been expunged or sealed by a court of law.

Offense	Approximate Date (Month/Year)
_____	_____
_____	_____

Certification of applicant: (Read your answers carefully before signing below)

I hereby certify that all answers to the questions on this application are true, and I understand and agree that **any misstatement or omission of material facts contained in this application and materials attached may disqualify me or case for dismissal from employment with the Village of Minooka.** I hereby expressly approve the Village of Minooka to verify the accuracy of the statements on this application and and attachments. As a condition of employment, a drug screen, medical evaluations (depending on the position requirements), and fingerprinting for background checks though the Police Department and the Federal Bureau of Investigation will be required. I also understand that it is my responsibility to keep the Personnel Office advised of any change in address, and once submitted, this form and all materials attached become the property of the Personnel Office.

SIGNATURE _____

DATE _____

VILLAGE OF MINOOKA

AUTHORIZATION AND REQUEST FOR INFORMATION

I hereby authorize and empower the Village of Minooka, the Chief of Police, any consumer reporting agency, or other outside service company engaged by said officials to obtain, prepare, use and furnish information concerning my current and former employment, education, credit general reputation, health, personal characteristics and mode of living.

I respectfully request that you furnish to the Village of Minooka, the Chief of Police any and all information that you have concerning me, my work record, medical condition, personality, or my reputation. This information is to be used to determine my qualifications and fitness for a position with the Village of Minooka.

I hereby release you and / or your employer from any liability and / or damage of whatsoever nature, on account of furnishing the information requested above.

Signature

Date

Witness

Date