

**Application for Employment
Village of St. Joseph
P.O. Box 716
207 E. Lincoln
St. Joseph, IL 61873**

GENERAL INFORMATION

POSITION APPLYING FOR _____ DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ WORK PHONE _____ SOCIAL SECURITY # _____

May we contact you at work? Yes ___ No ___ Date available for work: _____

Were you previously employed by the Village of St. Joseph? Yes ___ No ___

If yes: Position? _____ Dates employed? _____

Department/Division? _____ Supervisor? _____

EMPLOYMENT INFORMATION

List your work history; start with your present or most recent job. Include both paid and job-related unpaid or volunteer experience.

EMPLOYER	ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR'S NAME	PHONE NUMBER	DATES EMPLOYED (MM/YR)	HOURS PER WEEK	ENDING SALARY _____/PER_____
JOB TITLE		REASON FOR LEAVING		
YOUR JOB DUTIES (INCLUDE EXAMPLES OF PAID OR VOLUNTEER WORK YOU PERFORMED):				

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EMPLOYMENT INFORMATION (continued)

EMPLOYER	ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR'S NAME	PHONE NUMBER	DATES EMPLOYED (MM/YR)	HOURS PER WEEK	ENDING SALARY _____/PER____
JOB TITLE		REASON FOR LEAVING		
YOUR JOB DUTIES (INCLUDE EXAMPLES OF PAID OR VOLUNTEER WORK YOU PERFORMED):				

EMPLOYER	ADDRESS	CITY	STATE	ZIP CODE
SUPERVISOR'S NAME	PHONE NUMBER	DATES EMPLOYED (MM/YR)	HOURS PER WEEK	ENDING SALARY _____/PER____
JOB TITLE		REASON FOR LEAVING		
YOUR JOB DUTIES (INCLUDE EXAMPLES OF PAID OR VOLUNTEER WORK YOU PERFORMED):				

May we contact your employers? Yes ____ No ____
 If, not state whom and why. _____

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EDUCATION

NAME OF SCHOOL AND FULL ADDRESS	TYPE OF COURSE OR COURSE MAJOR	DID YOU GRADUATE?		DEGREE RECEIVED
		YES	NO	
HIGH SCHOOL				
GRADUATE SCHOOL				
TRADE OR BUSINESS SCHOOL				
OTHER				

MILITARY EXPERIENCE

Do you have military experience? Yes ___ No ___ If yes: What Branch of the military? _____

Describe skills learned and/or duties performed: _____

SKILLS

In the space provided, list any skills, certificates, or special licenses, which relate to the position you are applying for: _____

Other special training and/or skills that relate to the position you are applying for: _____

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REFERENCES

List the names of three people not related to you that you have known at least one year.

Name	ADDRESS	BUSINESS	YEARS AQUAINTED

REFERENCE RELEASE STATEMENT

I do hereby give my consent to references, (employment and personal) to release pertinent information about my qualifications and fitness for the position, which I have applied with the Village of St. Joseph.

Signature of Applicant

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event that I am offered employment by the Village, I understand that any false or misleading information given in my application or interview may result in discharge.

I understand that neither this document nor any offer of employment constitutes an employment contract.

Signature of Applicant

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OTHER INFORMATION

Title VII of the Civil Rights Act prohibits discrimination of employment practices based on race, color, religion, sex, or national origin. Further, the Age Discrimination in Employment Act (ADEA) prohibits discrimination on the basis of age with respect to any individuals who are 40 years of age or older. Title 1 of the Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability. These acts cover hiring and all terms, conditions, and privileges of employment.

Are you eligible to work in the United States? Yes ___ No ___

Are any of your relatives employed by the Village? Yes ___ No ___

If yes, please state name and relationship: _____

The following question applies to felony convictions. Please do not include juvenile convictions (under 18 years of age) in your response, unless you were tried as an adult. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest

Have you ever been convicted of a felony? Yes ___ No ___

If yes, please explain: _____

Conviction will not necessarily disqualify an applicant from employment.

For positions that list driving as an essential function, driver's license and driving record information will be required at a later date.

PLEASE BE SURE TO SIGN THIS APPLICATION, AND READ THE FOLLOWING STATEMENTS CAREFULLY

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omission may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Signature of Applicant