



APPLICATION FOR EMPLOYMENT
Village of Park Forest

350 Victory Drive
Park Forest, IL 60466
Equal Opportunity Employer

The Village of Park Forest is proud to be an Equal Employment Opportunity Employer. It is the policy of the Village of Park Forest to prohibit both discrimination against and harassment of any applicant without regard to race, creed, religion, color, age, sex, national origin or ancestry, sexual orientation, disability, veteran status, or other factors identified and protected by federal, state and local legislation.

Please fill out all the entire application, including driver's license information. Any information left blank may result in an applicant not being considered for the position applied for.

Applicant Information – Please print

Name _____ Position applying for: _____

Previous Legal Name and/or Additional Aliases _____

Address _____

City _____ State _____ Zip Code _____ Home Telephone No. _____

Email Address: _____

Previous Address (If at above address less than five years) _____

City _____ State _____ Zip Code _____ From (date) _____ To (date) _____

Home Phone No. _____ Alternate Phone Number _____

How did you learn of this opening? Ad _____ If so, what publication: _____ Friend _____

Village Website _____ Friend or employee _____

Do you have a relative working for the village? _____ If yes, who? _____

Do you have a valid driver's license _____ State license is issued _____

Has your driver's license ever been suspended or revoked in any state? _____

If yes, please explain: _____

Do you have a commercial driver's license? _____ Yes _____ No _____ If yes, license number _____

Educational Background Beginning with High School, list each school attended including special training or certifications achieved

Name of School	Location	Course of Study	Degree Earned	Did you graduate?

References - List three references: (not relatives) who are familiar with your work:

Name _____ Telephone Number _____

Address _____

Name _____ Telephone Number _____

Address _____

Name _____ Telephone Number _____

Address _____

Employment History - Please list your employment history for at least the last five years.

May we contact your present employer? Yes No

Present or most recent employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Previous employer _____

Address _____ Telephone Number _____

Date Started _____ Date Left _____ Reason for leaving _____

Name and Title of Supervisor _____

Your Title _____ Duties _____

Use separate sheet of paper to list more employers

Please explain any gap in employment of one month or more: _____

Have you ever been discharged, suspended, terminated, resigned with no notice, or allowed to resign prior to termination

yes no

If yes, please explain:

Are you currently authorized for employment in the U.S. without any restrictions to the length of employment period? (Answer "no" if you are in a non-immigrant status Such as H,L,E,TN,B or F)

yes no

Are you 18 years of age or older?

yes no

Background & Miscellaneous Information

In addition to your work history, what other experiences or skills do you possess which qualify you to work for the Village of Park Forest especially relative to the position you are applying for (ex: licenses, certifications, machinery/equipment expertise, fluency in a foreign language, etc) _____

Volunteer organizations and work history: _____

Professional organizations: _____

Military experience: ____ Yes ____ No Branch of service: _____ Dates: From ____ To ____

Type of Discharge: ____ Honorable ____ Other, please explain: _____

Thank you for completing an application for employment with the Village of Park Forest. Applicants are encouraged to submit a resume, work samples and academic records if available. **The Village of Park Forest accepts applications for open positions only.** Applications are considered active until the position applied for has been filled. If we would like to discuss your qualifications further, we will contact you. Please read the following statements before signing. If you need clarification on any statement, please contact the Personnel Department.

Proof of eligibility for Work

I understand that if I am hired, I must be able to prove my identity and my eligibility to work in the United States using forms of documentation deemed acceptable by the Bureau of Citizenship and Immigration Services. I acknowledge that failure to do so may constitute grounds for termination or an offer of employment rescinded.

Work Permit

If state law requires me to furnish a work permit because I am under the age of 18, I will do so no later than my first day of employment.

I authorize the investigation of all statements I make in this application; the release of references, grade transcripts, drug testing results, criminal background inquiry reports, search of social media sites including, but not limited to Facebook, LinkedIn, Twitter feeds, YouTube blogs and posts and additional information pertinent

to my employment; the solicitation of any and all information from previous employers, colleagues and other persons concerning previous employment and any pertinent information they may have.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I have not withheld anything that would, if disclosed, affect this application unfavorably. I understand that if I am employed, any false statements may result in dismissal. I authorize the Village to conduct a background investigation of any of the facts set forth in this application including an assessment of any criminal record. A credit check is authorized when deemed critical to the position applying for. Employment with Park Forest is "at will," meaning that either Park Forest or its employees may terminate employment at any time.

I hereby acknowledge that I have read and understand the above statements.

Printed Name: _____

Date: _____

Signature: _____