



VILLAGE OF BEECHER
625 Dixie Highway / P.O. Box 1154
Beecher, IL 60401
708-946-2261 / Fax: 708-946-3764

APPLICATION FOR EMPLOYMENT

A. **APPLICANT IDENTIFICATION** - Information provided in this section is used for identification purposes only.

1. Name _____
Last First Middle

2. Address _____
Number Street

City State ZIP Code

3. Phone Number _____
Home Cell

4. Date of Birth _____
Month Day Year

5. Position for which you are applying _____

6. Are you interested in full-time, part-time or both? _____

7. If part-time, when are you available to work? _____

8. Date you are available to start work? _____

9. Are you a U.S. citizen? _____ Yes _____ No

10. Driver's license number _____

State of issue _____ Expiration date _____

B. EXPERIENCE AND EMPLOYMENT - Beginning with your present or most recent job, list all employment held for the past ten years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary. Please indicate if you are fearful that your present job would be in jeopardy if inquiries are made.

1. From _____ to _____ Employer _____
Address _____
Phone number _____ Job Title _____
Duties _____

Supervisor _____
Reason for leaving _____
Hourly rate of wage or annual salary _____

2. From _____ to _____ Employer _____
Address _____
Phone number _____ Job Title _____
Duties _____

Supervisor _____
Reason for leaving _____
Hourly rate of wage or annual salary _____

3. From _____ to _____ Employer _____
Address _____
Phone number _____ Job Title _____
Duties _____

Supervisor _____
Reason for leaving _____
Hourly rate of wage or annual salary _____

4. From _____ to _____ Employer _____
Address _____
Phone number _____ Job Title _____
Duties _____

Supervisor _____
Reason for leaving _____
Hourly rate of wage or annual salary _____

C. MILITARY HISTORY

1. Have you served in the U.S. Armed Forces? _____ Yes _____ No
2. Date of service from _____ to _____
Branch of service _____
Unit designation _____
Military service number _____
Highest rank held _____
Type of discharge _____
3. If you received a discharge other than honorable, give complete details.

D. EDUCATIONAL HISTORY - Attach copies of transcripts or degrees.

1.

<u>High school</u>	<u>City and state</u>	<u>From/to</u>	<u>Graduated: Yes/No</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
2. (A) College or university attended _____
City and state _____ Dates attended _____
Units completed _____ Major/minor _____
Degree received, if any, and date _____
- (B) College or university attended _____
City and state _____ Dates attended _____
Units completed _____ Major/minor _____
Degree received, if any, and date _____
- (C) College or university attended _____
City and state _____ Dates attended _____
Units completed _____ Major/minor _____
Degree received, if any, and date _____

- List other schools attended (trade, vocational, business, etc.) Give name and address of school, dates attended, course of study, certificate, and other pertinent information. Attach copies.

E. SPECIAL QUALIFICATIONS AND SKILLS

- List any special licenses you hold (such as Commercial Driver, Water and Sewer Operator, etc.) showing licensing authority, original date of issue, and date of expiration. Attach copies of these licenses.

- List any specialized machinery or equipment which you can operate, that pertains to the position for which you are applying.

- List any other special skills or qualifications you may possess, including computer skills, etc.

F. LEGAL

- Have you ever been convicted of a felony? _____ Yes _____ No

If yes, complete the following (list juvenile as well as adult occurrences).

<u>Crime Charged</u>	<u>Police Agency City/State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. MOTOR VEHICLE OPERATION

1. Has your driver's license ever been suspended or revoked? _____ Yes _____ No

If yes, give date, location and reason(s).

H. REFERENCES AND ACQUAINTANCES

List three persons who know you well enough to provide current information about you. Do not list relatives or former employers.

1. Name _____ Address _____
Home phone _____ Business Phone _____
Business address _____
Years known _____

2. Name _____ Address _____
Home phone _____ Business Phone _____
Business address _____
Years known _____

3. Name _____ Address _____
Home phone _____ Business Phone _____
Business address _____
Years known _____

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any misrepresentations, omissions, or falsifications will be grounds for immediate rejection or termination of employment.

Signature of applicant

Date completed

Please attach any pertinent information you may wish to add to your application, such as resume, copies of training certificates, etc.

VILLAGE OF BEECHER

RELEASE OF INFORMATION STATEMENT

To whom it may concern,

I, _____, hereby give my expressed consent to any former or present employer(s) and/or other persons to release any information or records concerning my employment history, conduct, character and reputation.

This information is to be released to the Village Administrator of the Village of Beecher and will be used to determine my qualifications and fitness for the position being applied for.

I also hereby release any provider of aforementioned information from any liability or legal cause of action for furnishing same to the Village of Beecher.

Signature _____

Date _____

Subscribed and sworn to before me on _____

(Seal)

Signature _____

(Notary)