



EMPLOYMENT APPLICATION
Village of Sauk Village

Human Resources Department
21801 Torrence Ave - Municipal Building
Sauk Village, IL 60411-4489
Phone (708) 758-3330 • FAX (708) 757-7355
www.saukvillage.org

APPLICANT INFORMATION -- PLEASE PRINT

Job Title Applying For: _____
(EXACT TITLE FOR WHICH YOU ARE APPLYING)

Print Name: _____
(FIRST) (MIDDLE) (LAST)

Present Address: _____
(STREET) (CITY) (STATE) (ZIP)

Permanent/Alternate Address: _____
(STREET) (CITY) (STATE) (ZIP)

Home Telephone #: (_____) _____ - _____
(AREA CODE) (NUMBER)

Alternate Phone #: (_____) _____ - _____
(AREA CODE) (NUMBER)

May we contact you at your place of employment? Yes No E-Mail: _____

- ◆ Applications are required for each vacancy. Resumes may be attached but will not be accepted in lieu of applications. The application must be signed, dated, completely filled in and returned to the Human Resources Department by the filing date indicated on the Vacancy Announcement. All information submitted is subject to verification.
- ◆ The Village only accepts applications for posted positions.
- ◆ If selected, Applicants need not be current residents of the Village of Sauk Village to be considered.
- ◆ After an offer of employment but prior to hire, all applicants must complete a employment background check, fingerprints, medical examination including a drug screen.
- ◆ All new hires will be required to successfully complete a probationary period of 1 year.
- ◆ A summary of employment benefits may be obtained by contacting the Village's Human Resources Department.
- ◆ The Village's Administrative Action Plan for Fair Practices is available for inspection by contacting the Human Resources Department.
- ◆ Applicants requiring accommodation to participate in the selection process may notify the Human Resources Department of such request.

The Village of Sauk Village is an Equal Opportunity/Affirmative Action Employer



EMPLOYMENT HISTORY

Begin with your present or most recent employer and continue in reverse order. List additional employers on a separate sheet.

Current/Most Recent Employer: _____

Address: _____ Phone (____) ____-_____

Name & Title of Supervisor: _____ Phone (____) ____-_____

Dates employed: From ____/____/____ To ____/____/____ Title: _____

Supervisor's Email: _____ Full Time Part Time Permanent Temporary

Responsibilities & Duties: _____

Do/did you supervise others? Yes No If yes, indicate number: ____ Professional Staff ____ Non-Professional Staff

Reason for Leaving? _____



Previous Employer: _____

Address: _____ Phone (____) ____-_____

Name & Title of Supervisor: _____ Phone (____) ____-_____

Dates employed: From ____/____/____ To ____/____/____ Title: _____

Supervisor's Email: _____ Full Time Part Time Permanent Temporary

Responsibilities & Duties: _____

Did you supervise others? Yes No If yes, indicate number: ____ Professional Staff ____ Non-Professional Staff

Reason for Leaving? _____



Previous Employer: _____

Address: _____ Phone (____) ____-_____

Name & Title of Supervisor: _____ Phone (____) ____-_____

Dates employed: From ____/____/____ To ____/____/____ Title: _____

Supervisor's Email: _____ Full Time Part Time Permanent Temporary

Responsibilities & Duties: _____

Did you supervise others? Yes No If yes, indicate number: ____ Professional Staff ____ Non-Professional Staff

Reason for Leaving? _____



EDUCATIONAL RECORD

Do you have a High School Diploma or GED Equivalency? Yes No If yes, location where obtained _____

LIST ALL COLLEGES OR UNIVERSITIES ATTENDED:

<u>Institution Name & Location:</u>	<u>Degree/Date:</u>	<u>Hours Completed</u>	<u>Dates Attended:</u>	<u>Major:</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Official Transcripts are required for all positions which require a college degree.

LIST ALL TRADE, BUSINESS, TECHNICAL, MILITARY OR CORRESPONDENCE SCHOOLS ATTENDED:

<u>Institution Name & Location:</u>	<u>Dates Attended:</u>	<u>Courses Completed/Certificates Awarded:</u>
_____	_____	_____
_____	_____	_____

List any other relevant certifications or licenses (include date received):

Typing Speed: _____ wpm Keystroke: _____ wpm

Shorthand Speed: _____ wpm

List computer software packages with which you are proficient:

LIST OTHER RELEVANT EXPERIENCE, TRAINING OR SKILLS (i.e. volunteer work, foreign language skills, FCC Radio License, etc):

DRIVING RECORD

Drivers License Number: _____ State: _____ Class: _____ Exp Date: _____

List the type of equipment you have operated (i.e. personal auto, tractor/trailer, specific construction equipment): _____

PROVIDE DETAILS REGARDING ANY ACCIDENTS, TRAFFIC CONVICTIONS, OR LICENSE FORFEITURES IN THE LAST 3 YEARS:

<u>Incident Date:</u>	<u>Details:</u>
_____	_____
_____	_____

Has driver's license ever been denied, suspended or revoked? Yes No Explain: _____



OTHER INFORMATION

1. What shifts are you willing to work? 1st 2nd 3rd As Assigned
2. Are you willing to work weekends and/or holidays? Yes No
3. Please list any previous names you may have been employed under (necessary to check work record):_____
4. Have you ever been discharged from employment for disciplinary reasons or asked to resign? Yes No
 If yes, please provide circumstances:_____
5. Have you ever been convicted of a felony or military court martial? Yes No
 (Such conviction may be relevant if job related, but does not automatically bar you from employment):
6. Are you eligible for work in the United States? Yes No
7. If you have served in United States Armed Forces, state branch and dates: _____
8. Are you related to anyone that currently or previously worked for the Village of Sauk Village? Yes No
 If so, please state the person or persons and how you are related to them.

REFERENCES

List three (3) persons who we may contact who are **NOT** related to you and have knowledge of your work-related qualifications:

<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>	<u>In what capacity and for how long has this person known you?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE READ AND SIGN

READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I certify that the information given on this application and on any appended materials is true and complete to the best of my knowledge. I understand that any false or misleading information and/or omissions may result in rejection of my application or, if employed, in termination of employment.

To determine my qualifications for employment, I authorize the Village of Sauk Village to review my previous employment, driving and criminal records and/or other background data as it may relate to the position for which I am applying. I hereby authorize all former employers and educational institutions to furnish any and all information they may have and release all parties from all liability for any damage that may result from furnishing such information.

In consideration of my employment, I agree to conform to the rules and regulations of the Village of Sauk Village. I understand that no one other than the Village Administrator or the Human Resources Director has the authority to enter into any agreement or contract for employment.

I understand that failure to obtain any required job specific credentials within the Village of Sauk Village within the time limit as stated in the Personnel Rules and/or Collective Bargaining Agreement will result in my discharge.

I understand that I can be required to undergo random medical examinations including a drug screen, for any positions. If I should fail an examination for any reason, my employment may be terminated.

SIGNATURE (DO NOT PRINT)

____/____/____
DATE



APPLICANT CHARACTERISTIC SURVEY
EQUAL OPPORTUNITY EMPLOYMENT POLICY

It is the policy of the Village of Sauk Village to hire well-qualified people to perform the tasks necessary to provide high quality service to the citizens of Sauk Village. An integral part of this policy is to provide equal employment opportunity for all persons without discrimination on the basis of race, sex, color, religion, national origin, physical or mental impairment, or age. To help us monitor the progress of the Village's Affirmative Action Program, we request your cooperation in providing the following information.

This survey will be detached from your application prior to any review and will be kept confidential in accordance with applicable laws. *Your answers will not affect your consideration for employment with the Village of Sauk Village. Applicants who prefer not to answer the questions in this survey will not be subject to adverse treatment.* Thank you for your cooperation.

(PLEASE PRINT)

Date of Birth: _____

Position Applied For: _____ Phone () _____

Name: _____
(LAST) (FIRST) (MIDDLE)

Address: _____
STREET CITY STATE ZIP

INSTRUCTIONS: Place your response (number or letter) in the box in the far-right column. Respond to all questions marking only one answer for each.

I. SEX MALE = M FEMALE = F

II. EDUCATION
(1) Less than High School (8) Bachelor's degree
(2) High School Diploma/GED (9) Bachelor's + Hours
(3) Vocational/Trade School (10) Master's degree
(4) Business School (11) Master's + Hours
(5) College, 1-2 Years (12) Doctoral Candidate
(6) Associates Degree (13) Doctoral Degree
(7) College, 3-4 Years (14) Post Doctorate

III. Ethnicity:
Are you Hispanic or Latino?

_____ No, I am **not Hispanic or Latino.**

_____ Yes, I am **Hispanic or Latino (S):** A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

Race – IMPORTANT – Only complete this section if you checked “no, I am not Hispanic or Latino” in the Ethnicity section above:

What is your race? Select ONE of the following categories(s):

_____ **White (W)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Black (B)** – A person having origins in any of the Black racial groups of Africa.

_____ **American Indian / Alaskan Native (I)** – A person having origins in any of the original peoples of North America and South America (including Central America), who maintains the tribal affiliation or community attachment.

_____ **Asian (A)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **Native Hawaiian or Other Pacific Islander (H)** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Two or More Races (O)** – All persons who identify with more than one of the above five races. **Please check the races that you identify with from above.**

IV. DISABILITY

NOTE: For definition purposes as used herein, an individual who is disabled is any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities or who is regarded as having such impairment. (Major life activities which might be substantially limited by such impairment include: walking, talking, self care, transportation, and others.)

Do you consider yourself to be disabled?

- 00 Not Disabled.
- 01 Disabled

V. MILITARY SERVICE

Have you served in the United States Armed Forces? If so, which branch? _____

- 00 Not a Veteran
- 01 Veteran

VI. REFERRAL SOURCE

- (1) Community Agency
- (2) Illinois State Employment Service
- (3) Newspaper, please identify _____
- (4) Village Human Resources Office
- (5) School Placement, please identify _____
- (6) Friend (Not a Village Employee)
- (7) Village Employee
- (8) Federal Agency
- (9) Walk-In
- (10) Radio Station, please identify _____
- (11) Website, please identify
site _____
- (12) Billboard, please identify
site _____
- (13) University/City College
Poster _____
- (14) Village Link Bus, please identify
site _____
- (15) Other, please identify _____

When finished, please submit this form and all required documents to the Human Resources Department by emailing them to: sdouglas@saukvillage.org