



# Village of Burr Ridge Application for Employment

7660 South County Line Road ♦ Burr Ridge, Illinois 60527 ♦ 630.654.8181

Please print in ink (preferably black)

## SECTION 1 – JOB INFORMATION

Position(s) Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Phone #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes\*  No \*Such conviction will not automatically bar you from employment

If yes, please describe the offense and provide the date, city, county and state in which you were convicted: \_\_\_\_\_

Have you been convicted of any driving violations in the last 5 years?  Yes  No

If yes, please state the nature of the violation(s), date(s) and location(s): \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No\*  
*\*Proof that you are authorized to work in the United States will be required upon employment*

## SECTION 2 – EDUCATION

School	Name & Location of Institution	Circle Last Year Completed	Did you Graduate?	Diploma/Degree Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Please Specify)		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills and Qualifications - Please list any special training, skills, licenses certifications and/or characteristics that demonstrates how you are qualified for the position you are applying (additional work experience, publications activities, accomplishments, etc.):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List any professional trade, business or civic associations of which you are a member and any offices held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you expect to complete an educational program in the near future, please indicated what type of degree of program and your expected completion date: \_\_\_\_\_

\_\_\_\_\_

### SECTION 3 – EMPLOYMENT HISTORY

List your employers starting with the most recent. Describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities that best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Last Salary: \$ \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties/Equipment Used: \_\_\_\_\_

May We Contact? Yes No If no, please explain: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Last Salary: \$ \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties/Equipment Used: \_\_\_\_\_

May We Contact? Yes No If no, please explain: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Last Salary: \$ \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties/Equipment Used: \_\_\_\_\_

May We Contact? Yes No If no, please explain: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City & State: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_ Last Salary: \$ \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Duties/Equipment Used: \_\_\_\_\_

May We Contact? Yes No If no, please explain: \_\_\_\_\_

## SECTION 4 - REFERENCES

Name	Relationship	Phone #	Years Known

## SECTION 5 - MISCELLANEOUS

Earliest date you can start work? \_\_\_\_\_ How did you hear about this position? \_\_\_\_\_

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

If yes, please list name and relationship: \_\_\_\_\_

Have you ever been dismissed from a job? Yes No If yes, please explain: \_\_\_\_\_

If you possess any licenses, certificate or other authorization to practice a trade or profession, please list them below:

Type	License #	Granted by (Licensing Board)

## SECTION 6 – CERTIFICATION AND AUTHORIZATION BY APPLICANT

### PLEASE READ THE FOLLOWING CAREFULLY

Employees of the Village and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age (except where a bonafide occupational qualification exists).

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract of employment.

I authorize the Village and its officers and employees to investigate and verify any information I have provided in this Application and/or other materials that I have submitted with it, to obtain any records of criminal conviction(s) concerning me, to contact and obtain information on academic, work, attendance or disciplinary history, references and any other information from my prior employers or schools I have attended. I also authorize any prior employer, reference, school or other individual or entity that I have listed on this Application to provide any of this information to the Village. Pursuant to the *Illinois Personnel Record Review Act, 820 ILCS 40/0.01 et seq.*, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me. I agree to waive any claim or action in law or equity and release from any claim of liability by me whatsoever, the Village of Burr Ridge, its officers, agents and employees, and any of the persons or entities listed by me on this application and their officers, agents and employees, arising from the investigation, verification, or providing of information authorized or requested pursuant to my application for employment with the Village.

I also understand that, if I am hired, I am required to abide by all rules, ordinances and regulations of the Village and that I may be required as a condition of employment to submit to a pre-employment drug and/or alcohol test, physical examination and/or a job-related ability test. I hereby consent to such tests as may be required to make a decision on my employment. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*