

VILLAGE OF BETHANY
EMPLOYMENT APPLICATION

Please make sure to attach resume to this application.

1. EMPLOYER INFORMATION

Employer: VILLAGE OF BETHANY
Address: 201 W. MAIN ST.
City/State/Zip: BETHANY, IL 61914
Telephone: (217) 665-3351

It is the policy of THE VILLAGE OF BETHANY to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. APPLICANT INFORMATION

Applicant Full Name: _____

Home Address: _____

Number of years at this address: _____

Daytime Phone: _____ Evening Phone: _____

Social Security Number: _____

(Are you willing to submit yourself to a background check upon or before hire?)

Yes No

3. POSITION APPLIED FOR: _____

4. SALARY DESIRED: \$ _____ per hour

5. ARE YOU AT LEAST 18 YEARS OLD? Yes No

6. DO YOU HAVE A VALID DRIVER'S LICENSE? Yes No

7. IF OFFERED EMPLOYMENT, WHEN WOULD YOU BE AVAILABLE TO BEGIN WORK?

8. IF HIRED, ARE YOU ABLE TO SUBMIT PROOF THAT YOU ARE LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? Yes No

9. ARE YOU ABLE TO PERFORM THE ESSENTIALS OF THE JOB POSITION YOU SEEK WITH OR WITHOUT REASONABLE ACCOMODATION? Yes No

10. APPLICANT'S SKILLS

List all skills you have that you feel would be considered useful for the job you are seeking. Enter the number of years of experience for each skill.

SKILL	YEARS OF EXPERIENCE
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. APPLICANT EMPLOYMENT HISTORY

List your current or most recent employment first. Please list jobs (including self-employment and military service) which you have held beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application or attach a separate page.

Employer Name: _____

Supervisor Name: _____

Address: _____

Phone Number: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

May we contact your previous supervisor for a reference? Yes No

Employer Name: _____

Supervisor Name: _____

Address: _____

Phone Number: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

May we contact your previous supervisor for a reference? Yes No

Employer Name: _____

Supervisor Name: _____

Address: _____

Phone Number: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

May we contact your previous supervisor for a reference? Yes No

12. APPLICANT'S EDUCATION AND TRAINING

High School/GED Attended: _____

Address: _____

Did you receive a degree? Yes No

College/University Attended: _____

Address: _____

Did you receive a degree? Yes No

If yes, list degree(s) received: _____

Other Training, Licenses or Certifications, Awards or Special Achievements:

13. REFERENCES

Please list at least 3 **Professional References**. If additional space is needed, continue on the back page of this application or attach a separate page.

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years known: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years known: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Years known: _____

14. Please provide any other information that you believe should be considered, including whether or not you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be basis for rejection of my application, or if employment commences, immediate termination.

I authorize the VILLAGE OF BETHANY to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE