

EMPLOYMENT APPLICATION

VILLAGE OF COAL CITY

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

(PLEASE PRINT)

<i>Position(s) Applied For</i>	<i>Date of Application</i>
<i>How Did You Learn About Us?</i>	
<input type="checkbox"/> <i>Advertisement</i>	<input type="checkbox"/> <i>Friend</i>
<input type="checkbox"/> <i>Employment Agency</i>	<input type="checkbox"/> <i>Relative</i>
<input type="checkbox"/> <i>Walk-In</i>	<input type="checkbox"/> <i>Other</i> _____

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Address</i>	<i>City/State</i>	<i>Zip Code</i>
<i>Phone Number(s) Home/Cell#</i>		

Have you ever filed an application with us before? YES NO

If yes, give date _____

Have you ever been employed with us before? YES NO

If yes, give date _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

On what date would you be available for work? _____

Are you available to work: Full-time Part-Time Temporary Seasonal

Are you currently on "lay-off" status and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Applicants are not obligated to disclose sealed or expunged records, including juvenile records, of convictions, adjudications or arrest. In addition, the Village will not ask you, in any format or context, if you have had a juvenile record expunged.

EDUCATION

	Name and Address Of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Please indicate any *foreign* language you can speak, read and/or write fluently.

1.	2.	3.	4.
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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

- ____ Copier/Scanner/Fax
- ____ Microsoft Office Products
- ____ Locis
- ____ Other (Please List)

Equipment Operated

- ____ Dump Truck/Plow
- ____ Combination Tractor
- ____ Skidder
- ____ Other (Please List)

*Do you currently have a valid CDL license? _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title			
Reason for Leaving			

2.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title			
Reason for Leaving			

3.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title			
Reason for Leaving			

4.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held.

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

REFERENCES

1.	_____	_____
	(Name)	(Phone #)

	(Address)	
=====		
2.	_____	_____
	(Name)	(Phone #)

	(Address)	
=====		
3.	_____	_____
	(Name)	(Phone #)

	(Address)	
=====		
4.	_____	_____
	(Name)	(Phone #)

	(Address)	