



## APPLICATION FOR EMPLOYMENT

14155 Wadsworth Road  
Wadsworth, Illinois 60083  
Telephone: 847-336-7771  
[E-mail: info@villageofwadsworth.org](mailto:info@villageofwadsworth.org)  
Version 2020

### *Applicant's Information*

Applicant's Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### *Ability To Work*

Are you over 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are under 18 years of age, can you produce a work permit upon hire? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you are hired, can you supply the required documentation to verify your lawful right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

### *Employment Desired*

Position: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

Are you employed? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, may we inquire of your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Ever applied to the Village before? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, position? \_\_\_\_\_ When? \_\_\_\_\_

### *Education*

Name of Institute	City/State	Major	Degree/Certificate Received	# Years Attended
High School				
College				
Graduate School				
Trade School				
Other				

*Employment*  
(List Below Last Three Employers, Starting With Last One First)

1) Employer Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name, Title & Phone Number of Immediate Supervisor: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2) Employer Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name, Title & Phone Number of Immediate Supervisor: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3) Employer Name & Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Name, Title & Phone Number of Immediate Supervisor: \_\_\_\_\_

Description of Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*References*

*(Give Below The Names of Three (3) Persons Not Related To You, Whom You Have Known At Least One (1) Year)*

1) Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

2) Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

3) Name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Years Known: \_\_\_\_\_

*Please Read & Sign Below*

I certify that the information provided on this application and any other application materials (and accompanying resume, if any) are true, complete and correct to the best of my knowledge. I understand and agree that any incorrect statement, falsification, material misrepresentation, or omission of any information in connection with this application, resume, and/or other application materials, whenever or however discovered, may disqualify me from further consideration for employment or, if I am hired, may result in my dismissal from employment.

I authorize a thorough investigation of me, all statements contained in this application and any other application materials, my past employment, background, criminal history, education and activities. I understand that such investigation may include a search of any and all information available to the Village, which may include an Internet search. I agree to cooperate in such an investigation, and release and discharge from all liability, responsibilities, claims or damages of any kind or nature all persons or entities requesting or supplying information pursuant to such investigation, including the Village, any reference from whom information is obtained, and any third-party which provides information used for employment purposes. If I am hired, I further authorize the Village of Wadsworth to supply my employment record, in whole or in part, without prior notice, to any prospective employer, government agency, or other party with a legal or proper interest.

I understand that, if I am given an offer of employment, my employment may be conditioned upon satisfactory completion of a criminal history investigation that may include a fingerprint check. I further understand that, if I am given an offer of employment, my employment may be conditioned upon me taking and passing a physical examination, which may include a drug test. I also understand that if I am hired, during the course of my employment, I may be subject to drug or alcohol testing. I agree to submit to any such lawful test. I understand that my refusal to submit to such lawful test and/or my receipt of a positive test result will disqualify me from further consideration for employment or, if I am hired, may result in my dismissal from employment. Further, I understand that my signature below serves as my consent to a drug or alcohol test and authorizes the release of the results of said test to the Village of Wadsworth for appropriate review.

I understand and agree that, if I am hired, my employment will be on an at-will basis unless I am hired pursuant to an employment contract, which means that either I or the Village can terminate the employment relationship at any time, for any reason, with or without cause, and with or without notice. I further understand that, if I am hired on a non-contractual basis, I will not be employed for any specified time, and that this application is not, and is not intended to be, a contract for employment or continued employment. I understand that no representative of the Village of Wadsworth other than the Village President, and then only in writing and after proper approval of the Village Board, has any authority to enter into any agreement or contract for employment for any specified duration or period of time.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

I certify that I have read and understand the foregoing paragraphs. I understand that this is simply an application for employment and does not imply I will be employed by the Village of Wadsworth.

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Applicant's Printed Name

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Signature

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Date

It is the policy of the Village that all personnel activities shall be conducted in a manner that assures equal employment opportunities for all employees and applicants for employment in compliance with all applicable federal, state and local laws. No employees or applicants will be discriminated against with respect to the terms and conditions of their employment because of their political affiliation, race, color, religion, national or ethnic origin, creed, sex, sexual orientation, marital status, age, disability or handicap, citizenship status, veteran status or any other class protected by law. All employees and applicants will be judged on the basis of non-discriminatory criteria, including such factors as merit, ability, performance, skills, knowledge and experience. This policy extends to all terms, conditions and privileges of employment, including hiring, probation, placement, promotion, demotion, discipline, transfer, lay-off and recall, retirement, termination, compensation, benefits, training and general treatment of employees.