



Bolingbrook

a place to grow

Revised July 2015

APPLICATION FOR EMPLOYMENT

Please return to:

Village of Bolingbrook
Human Resources
375 W. Briarcliff Road
Bolingbrook, IL 60440-0951

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the Village of Bolingbrook. The Village of Bolingbrook affirms and adheres to a policy of equal opportunity in all aspects of training and employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village of Bolingbrook.

Please furnish us with complete information as requested in this application. Do not submit a resume in place of completing any part of this application. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Human Resources at (630) 226-8430.

Position Desired: _____

Date Available: _____

Full-time Temporary
Part-time Summer

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Home Phone # () _____ Work Phone # () _____

Other Phone # () _____ E-mail Address _____

Driver's License # _____ State _____ Class _____ Exp. Date _____

Is this license currently valid? Yes No Do you have a valid CDL? Yes No

Are you legally eligible for employment in the United States? Yes No

Are you related to any employee or elected official of the Village of Bolingbrook? Yes No

If yes, state their name and relationship to you: _____

EDUCATION

Type of School	Name & Address of School	Major	Circle Last Year Completed	Degree Earned (Indicate Degree)
High School			9 10 11 12	
College/University			1 2 3 4	
Graduate			1 2 3 4	
Technical / Business / Trade School / Other			1 2 3 4	

MILITARY SERVICE

Are you presently in the U.S. Armed Services? Yes No Branch _____

Are you a veteran of the U.S. Armed Services? Yes No Branch _____

List duties in service including special training _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Please do not write, "see resume."

Employer _____ Phone # () _____

Address _____

Dates of Employment _____ Ending Salary _____

Title _____ Supervisor's Name _____

Summarize your job responsibilities: _____

Reason for Leaving _____

Employer _____ Phone # () _____

Address _____

Dates of Employment _____ Ending Salary _____

Title _____ Supervisor's Name _____

Summarize your job responsibilities: _____

Reason for Leaving _____

Employer _____ Phone # () _____

Address _____

Dates of Employment _____ Ending Salary _____

Title _____ Supervisor's Name _____

Summarize your job responsibilities: _____

Reason for Leaving _____

May the Village of Bolingbrook contact your current employer? _____ Yes _____ No

Have you ever been previously employed by the Village of Bolingbrook? _____ Yes _____ No

If yes, please state when _____ to _____ Position: _____

Have you applied for a position here in the past 12 months? _____ Yes _____ No

If yes, please state when _____ Position Applied for: _____

Have you worked under another name? _____ Yes _____ No

If yes, please state name and place of employment _____

State what you did in all periods not already covered, including unemployment, part-time, or self-employment.

REFERENCES

Please list three references who are familiar with your work history and experience.

Name _____	Phone Number (_____) _____
Title _____	Address _____
Company _____	_____
Name _____	Phone Number (_____) _____
Title _____	Address _____
Company _____	_____
Name _____	Phone Number (_____) _____
Title _____	Address _____
Company _____	_____

How were you referred to the Village of Bolingbrook? Newspaper Web Site Employee Other

Name of referral source: _____

APPLICANT AGREEMENT

Please read before signing. Questions should be directed to Human Resources prior to signing this agreement.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I authorize and empower the Village of Bolingbrook and the Bolingbrook Police Department to obtain, prepare, use and furnish information concerning all statements and information contained in this application, my current and former employment, education, general reputation, driving record and criminal history. I release the Village of Bolingbrook from any liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I consent to taking any required pre-employment examinations and such future examinations as may be required by the Village of Bolingbrook.

If employed by the Village of Bolingbrook, I understand that such employment is subject to the policies, rules and regulations of the Village of Bolingbrook. I understand that employment at the Village of Bolingbrook is "at will," which means that either the Village or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

Applicant's Signature _____ Date _____