



# Village of Cherry Valley, Illinois

806 E. State Street, Cherry Valley, Illinois 61016

## Application for Employment

Last Name		First		Middle		Phone Number	
Current Address		City	State	Zip Code		How long have you lived here?	
Previous Address if Less than Ten Years		City	State	Zip Code		How long did you live there?	

Are you 18 years of age or older? If no, any job offer is subject to verification that you are of legal minimum age.

Yes  No

Position(s) Applying for: <input type="checkbox"/> FULL TIME EMPLOYMENT <input type="checkbox"/> PART TIME EMPLOYMENT	
Available Start Date:	Desired Pay:
Have You Worked for the Village Previously? If yes, when?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How did you hear about this job you are applying for?	

Please list special skills you have that might be useful in the position for which you are applying, and if applicable, please list any machinery you can operate:

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After reviewing the functions of the job for which you are applying, are you able to perform the duties of the job? If no, please explain:

Yes  No

Are you eligible to work in the United States?

Yes  No

Education	Course of Study	Number of Years Attended	Did you graduate?
<i>High School</i>			
<i>College</i>			
<i>Graduate School</i>			
<i>Trade, Business, or other</i>			

**All qualified applicants will receive consideration without regard to age, race, color, religion, sex, national origin or military status.**

Were you in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Dates of Duty	Rank at Discharge  <small>*Dishonorable discharge is not a bar to employment.</small>
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List of Duties and Special Training:
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Current Employment (Name and Address)	Start Date Month & Year	Position Title / Duties and Skills	May we contact? (If no, why?)  Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous Employment (Name and Address)	Date Month & Year		Position Title / Duties and Skills	Reason for Leaving  May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
	From	To		

Reference #1 (Business or Professional Only) Last Name                      First	Phone Number
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Current Address                      City                      State                      Zip Code	Occupation	Relationship
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Reference #2 (Business or Professional Only) Last Name                      First	Phone Number
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Current Address                      City                      State                      Zip Code	Occupation	Relationship
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Reference #3 (Business or Professional Only) Last Name                      First	Phone Number
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Current Address                      City                      State                      Zip Code	Occupation	Relationship
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**Carefully read this section prior to providing signature below:**

1. I consent to any medical examination required by the Village at any time to determine my ability to perform duties of my job or other jobs with the Village, and I understand that my employment may be conditioned upon satisfactorily passing a physical examination. I understand that I may be required to satisfactorily complete an alcohol//drug screening as a condition of employment. I understand the Village has a no-smoking policy, and I agree to comply with its requirements.
2. I understand that part of the pre-employment process may include a background check, driver's license verification, finger print card review and/or interviewing of references.
3. I certify that the information contained in this application is correct to the best of my knowledge and understand that the deliberate falsification of this information is grounds for dismissal in accordance with the Village of Cherry Valley's policy.
4. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
5. I understand that no representative of the Village of Cherry Valley has the authority to enter into any agreement for employment for any specific period of time, nor am I obligated to work for the Village or any specified period of time.

**Signature:** \_\_\_\_\_

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

***The Village of Cherry Valley is an equal opportunity employer and abides by all laws, including the American Disabilities Act.***