

# Application for Employment

Village of Niles  
1000 Civic Center Drive  
Niles, IL 60714



We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, disability, veteran/reserve/national guard or any other legally protected status. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department.

Please type or print in ink.

Position(s) applied for:

Date of Application:

Referral Source:

Advertisement

Employee

Relative

School

Walk-in

Private Employment Agency

Other

Name of source (if applicable):

NAME

Last

First

Middle

ADDRESS

Street

City

State

Zip

TELEPHONE #

EMAIL

If you are under 18, can you furnish a work permit?	Yes	No	
Have you filed an application here before?	Yes	No	If yes, give date:
Have you ever been employed here before?	Yes	No	

If yes, give dates:

From:

To:

Do you have a current driver's license?

Yes

No

Are you legally eligible for employment in this country?

Yes

No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work:

Type of employment desired:

Full-time

Part-time

Seasonal

What is your minimum weekly salary requirement?

Will you work overtime if required?

Yes

No

Have you been convicted of a felony in the last 7 years?

Yes

No

If yes, please explain:

(Such conviction may be relevant if job related, but does not bar you from employment).

Applicant is not obligated to disclose sealed or expunged records of conviction or arrest.

## Employment History

List your last employers, assignments or volunteer activities including military experience, starting with the most recent. Explain any gaps in employment in comments section below.

<b>Employer</b>		<b>Dates Employed</b>	<b>Work Performed</b>
Name	From		
Address	To	<b>Hourly Rate/Salary Starting</b>	
Telephone	\$            per		
Job Title	<b>Hourly Rate/Salary Final</b>	\$            per	
Supervisor			
Reason for Leaving			
May we contact for reference?      Yes      No			
<b>Employer</b>		<b>Dates Employed</b>	<b>Work Performed</b>
Name	From		
Address	To	<b>Hourly Rate/Salary Starting</b>	
Telephone	\$            per		
Job Title	<b>Hourly Rate/Salary Final</b>	\$            per	
Supervisor			
Reason for Leaving			
May we contact for reference?      Yes      No			
<b>Employer</b>		<b>Dates Employed</b>	<b>Work Performed</b>
Name	From		
Address	To	<b>Hourly Rate/Salary Starting</b>	
Telephone	\$            per		
Job Title	<b>Hourly Rate/Salary Final</b>	\$            per	
Supervisor			
Reason for Leaving			
May we contact for reference?      Yes      No			

Comments (including explanation of any gaps in employment):

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## Education

School	Name and Address	Course of Study	Circle last year completed	Did you graduate?	List diploma or degree
High School			1 2 3 4	Yes	
				No	
College			1 2 3 4	Yes	
				No	
Other (Specify)			1 2 3 4	Yes	
				No	

List professional, trade, business, or civic associations and any offices held.

Skills and Qualifications - Summarize any special training, skills, licenses, certifications and/or characteristics that may qualify you to perform job-related functions for the position for which you are applying:

Please provide any other information you think would be helpful to us in considering you for employment, such as additional work experience, publications, activities, accomplishments, etc.

**References**

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List name and telephone number of at least three references who are not related to you and are not previous employers.

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Name	Telephone	Years Known

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision. I hereby release from liability the Village of Niles and its representatives for seeking, gathering or using such information and all other persons, corporations or organizations for furnishing such information.

I understand that the Village of Niles is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights to the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment. I understand that no representative of the Village of Niles, other than the Village Manager, has the authority to make any assurances to the contrary. Any such assurances to the contrary by the Village Manager must be in writing. If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules, ordinances, and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

# Applicant Data Survey - Affirmative Action Voluntary Information

## **COMPLETION OF THIS FORM IS VOLUNTARY**

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, disability, veteran/reserve/national guard or any other legally protected status.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this Applicant Data Survey. Please be advised that completion of this form is **STRICTLY VOLUNTARY**. This survey is not a part of your official application for employment and will not be used for interview purposes or in any hiring decision. You will not be subjected to any adverse personnel decision or action if you choose not to participate.

The information you provide will be filed separately from your job application and will be kept confidential in accordance with applicable laws and regulations. We appreciate your cooperation.

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Position(s) applied for

Date

### **Referral Source**

Walk-In  
Employee

Government Employment Agency  
Relative

Private Employment Agent  
School

Advertisement Source

Other

Name of person who referred you (if applicable):

### **Applicant Information**

Name

Last

First

M

Telephone

Address

Street

City

State

Zip Code

Male

Female

Please check one of the following Equal Employment Opportunity Identification Groups:

White (not of Hispanic Origin)

Black (not of Hispanic Origin)

Hispanic

American Indian/Alaskan Native

Asian/Pacific Islander