



# APPLICATION FOR EMPLOYMENT

Please return to:  
Village of Lemont, Human Resources Department  
418 Main Street  
Lemont, Illinois 60439

Fax: (630) 243-0958 Email: <mailto:vlemont@lemont.il.us>

## INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment for the Village of Lemont. It is the policy and intent of the Village of Lemont to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary, and seasonal 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 Lemont.

Please complete the 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 the Personnel Department at (630) 257-1590.

**Please identify the specific positions(s) from our open job listings for which you are applying.**

1. _____	2. _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Date Available: _____
<input type="checkbox"/> Temporary <input type="checkbox"/> Summer	Minimum Salary: _____ per hr / yr

## GENERAL INFORMATION

Last Name: _____		First Name: _____	Middle Initial: _____
Home Phone: (    ) _____	Work Phone: (    ) _____	Email Address: _____	
Present Permanent Address: _____		City: _____	
State: _____	Zip Code: _____	County: _____	How long lived there? _____
Driver's License Number: _____		State: _____	Class: _____ Expiration Date: _____
Is this license currently valid? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Social Security Number: _____		If "yes" you must complete Application Supplement 01.01.0	
Have you ever been found guilty of a crime other than a petty moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(You are not required to disclose records of arrests or convictions that have been sealed or expunged by a court)</b>			
If yes, please explain: _____			
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you related to any employee of the Village of Lemont or an elected official? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state their name and relationship to you: _____			

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

When?

In what position?

Were you referred by a Village of Lemont employee?  Yes  No

If yes, please name the employee:

Are you at least 18 years of age?  Yes  No

Are you over 70 years of age?  Yes  No

### EDUCATIONAL INFORMATION

Type of School	Name and Mailing Address of School	Major	Circle Last Year Completed	Degree Earned (If yes, indicate degree)
High School			9 10 11 12	Yes No
College/University			9 10 11 12	Yes No
Graduate			9 10 11 12	Yes No
Technical/Business/Trade School			9 10 11 12	Yes No
Other			9 10 11 12	Yes No

If you are not a high school graduate, have you passed the GED test?  Yes  No

List any correspondence courses, special courses, seminars, workshops, etc., that might relate to this position:

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List any licenses or certificates relating to this position:

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List any other skills/experience that relate to this position (Typing, Software Skills, Heavy Machinery, etc.):

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List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.):

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## EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all the information requested. Please do not write, "see resume."

May the Village of Lemont contact your current employer?  Yes  No

<b>Employer:</b>	Phone Number:		
Address:	City:	State:	Zip:
Dates of Employment:	Reason for Leaving:		
Title:	Supervisor's Name:		
Ending Salary:	Hours Per Week:		
Duties:			

<b>Employer:</b>	Phone Number:		
Address:	City:	State:	Zip:
Dates of Employment:	Reason for Leaving:		
Title:	Supervisor's Name:		
Ending Salary:	Hours Per Week:		
Duties:			

<b>Employer:</b>	Phone Number:		
Address:	City:	State:	Zip:
Dates of Employment:	Reason for Leaving:		
Title:	Supervisor's Name:		
Ending Salary:	Hours Per Week:		
Duties:			

<b>Employer:</b>	Phone Number:		
Address:	City:	State:	Zip:
Dates of Employment:	Reason for Leaving:		
Title:	Supervisor's Name:		
Ending Salary:	Hours Per Week:		
Duties:			

**PROFESSIONAL REFERENCES:**

Please list three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

<b>Name:</b>	<b>Company:</b>
Business Relationship:	Years Known:
Phone Number:	

<b>Name:</b>	<b>Company:</b>
Business Relationship:	Years Known:
Phone Number:	

<b>Name:</b>	<b>Company:</b>
Business Relationship:	Years Known:
Phone Number:	

<p><b>APPLICANT AGREEMENT: RELEASE AND CERTIFICATION</b>  <b>Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.</b></p> <p>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.</p> <p>I understand that all candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam, drug screen, and background check. I authorize the investigation of all statements and information contained in this application. I release the Village of Lemont from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I understand that the Village is an at-will employer.</p> <p>I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Village of Lemont rules and regulations. I understand that the Village of Lemont has the right to modify, change, add or delete existing policies and that I am required to comply with said policies. I understand that if hired, I will be required to verify that I am eligible to work in the United States.</p> <p>I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.</p>	
<b>PRINT NAME:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>