



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

Return completed application to:
Village of Huntley – Human Resources
10987 Main Street Huntley, IL 60142
Email: humanresources@huntley.il.us, Fax: 847-515-5232

PRINT OR TYPE RESPONSES TO ALL OF THE QUESTIONS CONTAINED ON THE APPLICATION.
INCOMPLETE OR ILLEGIBLE APPLICATIONS MAY NOT BE CONSIDERED.

POSITION APPLIED FOR		
POSITION SOUGHT:		
HOW DID YOU HEAR ABOUT THE POSITION:		
HAVE YOU EVER WORKED FOR THE VILLAGE OF HUNTLEY:	YES	NO
IF YES, PLEASE SPECIFY:		
HAVE YOU EVER APPLIED FOR A POSITION WITH THE VILLAGE:	YES	NO

PERSONAL INFORMATION		
LAST NAME:	FIRST NAME:	M.I.:
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
HOME PHONE:	CELL PHONE:	
EMAIL ADDRESS:		
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE US:	YES	NO
ARE YOU OVER 18 YEARS OLD:	YES	NO
DO YOU KNOW ANYONE THAT WORKS FOR THE VILLAGE: IF YES, STATE NAME:	YES	NO
DO YOU HAVE A VALID DRIVER'S LICENSE:	YES	NO
NUMBER:	CLASS:	STATE:
IF VALID CDL, LIST ENDORSEMENTS:		

EMPLOYMENT HISTORY

BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT. THIS INFORMATION MUST BE PROVIDED BELOW. ATTACH ADDITIONAL PAGES IF NECESSARY.

EMPLOYER:		PHONE #:	
ADDRESS:		CITY/ZIP:	
SUPERVISOR NAME AND TITLE:			
DATES OF EMPLOYMENT (MO./YEAR) FROM: TO:		FULL TIME	PART-TIME HOURS PER WEEK:
SALARY HISTORY: BEGINNING: \$		ENDING: \$	
JOB TITLE:		REASON FOR LEAVING:	
JOB DUTIES:			

EMPLOYER:		PHONE #:	
ADDRESS:		CITY/ZIP:	
SUPERVISOR NAME AND TITLE:			
DATES OF EMPLOYMENT (MO./YEAR) FROM: TO:		FULL TIME	PART-TIME HOURS PER WEEK:
SALARY HISTORY: BEGINNING: \$		ENDING:\$	
JOB TITLE:		REASON FOR LEAVING:	
JOB DUTIES:			

EMPLOYER:		PHONE #:	
ADDRESS:		CITY/ZIP:	
SUPERVISOR NAME AND TITLE:			
DATES OF EMPLOYMENT (MO./YEAR) FROM: TO:		FULL TIME	PART-TIME HOURS PER WEEK:
SALARY HISTORY: BEGINNING: \$		ENDING:\$	
JOB TITLE:		REASON FOR LEAVING:	
JOB DUTIES:			

MILITARY SERVICE	
BRANCH:	DATES:
TITLE:	TYPE OF DISCHARGE:

EDUCATION AND TRAINING						
NAME AND CITY OF HIGH SCHOOL:	HIGHEST GRADE COMPLETED:		GED:			
	9	10	11	12	Y	N
TRAINING BEYOND HIGH SCHOOL – LIST COLLEGES OR UNIVERSITIES, SPECIALIZED TRAINING COURSE, APPRENTICESHIPS:						
NAME & LOCATION:	CREDITS EARNED:	COURSE OF STUDY:	DEGREE EARNED:			

REFERENCES		
LIST THREE REFERENCES THAT YOU HAVE KNOWN FOR AT LEAST ONE YEAR (NOT A RELATIVE OR FORMER EMPLOYER)		
NAME:	OCCUPATION:	PHONE #:
NAME:	OCCUPATION:	PHONE #:
NAME:	OCCUPATION:	PHONE #:

**CERTIFICATION, UNDERSTANDING AND AUTHORIZATION
PLEASE READ CAREFULLY**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATION OF FACT, AS STATED OR IMPLIED, ON THIS OR ANY OTHER EMPLOYMENT FORM, WILL BE SUFFICIENT REASON NOT TO HIRE ME OR WILL BE CAUSE FOR MY DISMISSAL IF I AM EMPLOYED.

I UNDERSTAND THAT THE VILLAGE IS IN NO WAY OBLIGATED TO PROVIDE EMPLOYMENT AND THAT I AM IN NO WAY OBLIGATED TO ACCEPT EMPLOYMENT. HOWEVER, I UNDERSTAND THAT ANY EMPLOYMENT OFFERED BY THE VILLAGE AND ACCEPTED BY ME WOULD BE AT THE WILL OF THE VILLAGE AND LATER THAT SAID EMPLOYMENT MAY BE TERMINATED BY THE VILLAGE, WITH OR WITHOUT CAUSE, AT ANY TIME WITH OR WITHOUT NOTICE. I ALSO AGREE THAT ANY VILLAGE POLICIES, PROCEDURES, OR BENEFITS MAY BE UNILATERALLY CHANGED, MODIFIED, OR DISCONTINUED AT ANY TIME AT THE SOLE DISCRETION OF THE VILLAGE.

IN CONSIDERATION OF MY APPLICATION FOR EMPLOYMENT, I AUTHORIZE THE VILLAGE OF HUNTLEY TO MAKE INVESTIGATIONS CONCERNING MY FITNESS FOR EMPLOYMENT WITH THE VILLAGE OF HUNTLEY. I UNDERSTAND THAT, FOR CERTAIN POSITIONS, INQUIRIES MADE BY THE VILLAGE OF HUNTLEY MAY INCLUDE INVESTIGATING CRIMINAL CONVICTIONS, CHECKING CREDIT RECORDS AND/OR CONTACTING FORMER EMPLOYERS AND OTHER REFERENCES LISTED ON THIS APPLICATION AND I AGREE TO COOPERATE IN SUCH INVESTIGATIONS.

SIGNATURE OF APPLICANT

DATE