

Village of Montgomery

Human Resources

200 N. River Street
Montgomery, IL 60538
Tel: 630-896-8080 ext. 1552
Fax: 630-896-0791



APPLICATION FOR EMPLOYMENT

(Revised 04/11)

We welcome you as an applicant for employment with the Village of Montgomery. The Village considers all applicants for employment without regard to race, color, religion, gender, age, national origin, disability, genetic information, sexual orientation, marital/parental status, veteran status or any other protected group status in accordance with local, state and federal laws. The Village also complies with the American for Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact Human Resources at 630-896-8080.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Montgomery. Please furnish us with complete and accurate information as outlined in this application. **Do not** submit a resume in place of completing any part of this application.

PERSONAL INFORMATION	
Name (Last, First, MI):	Date of Application:
Current Address (include Street, City, State, and Zip Code):	Home Phone:
	Cell Phone:
	Email Address:

BACKGROUND INFORMATION	
Position applying for:	
Are you seeking (check appropriate): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
Date available:	Expected minimum salary: \$
How were you referred to the Village? <input type="checkbox"/> Website: <input type="checkbox"/> Newspaper: <input type="checkbox"/> Other (Specify)	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible for employment in the United States? (Employment is subject to verification of U.S. citizenship or immigration status in accordance with Federal Laws) <input type="checkbox"/> Yes <input type="checkbox"/> No
If applicable for the position, please answer the following questions: Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you possess a valid CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of any violations of the law other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant is not obliged to disclose sealed or expunged records of conviction or arrest)	



If you answered yes to the above, please explain:

Conviction of a violation of the law is not an automatic bar to employment. Each case will be considered on its own merits.

Were you previously employed by the Village of Montgomery? Yes No

If yes, what Department? Date of employment? From To

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

If yes, state their name and relationship to you:

EDUCATION

Name of school attended & location (include Address, City and State)	Course of Study:	Check last year completed:				Did you graduate?		List degree received:
		1	2	3	4	Yes	No	
High School:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
College/ University:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graduate School:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Specify):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL JOB-RELATED QUALIFICATIONS

Do you hold any certifications and/or licenses? Yes No

If you answered yes to the above, please list:

Please use the space below to summarize any special job-related qualifications, training, (including military or apprenticeship), computer skills, and/or experience which you feel should be considered in reviewing your application. *(Please exclude memberships that would reveal gender, sexual orientation, race, religion, origin, age, ancestry, disability or other protected status)*



EMPLOYMENT HISTORY

Are you presently employed? Yes No If yes, may we contact your employer? Yes No

Please list your previous employment information. List your present or most recent employer first and attach an additional sheet if necessary. A resume will not substitute for completion of this portion of the application.

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Last salary:
	Reason for leaving:



PROFESSIONAL REFERENCES

Please provide contact information for five (5) individuals that are familiar with your work history and experience.

Do *not* list relatives, friends or personal references.

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	



Please read carefully before signing:

APPLICANT’S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements, misrepresentation or omission of facts, as stated or implied, on this application (or accompanying documents) shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Village of Montgomery is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Village of Montgomery and me. I acknowledge the right of the Village of Montgomery to make changes in policy and benefits, where such policy or benefits are not specified or covered by contract, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Village Manager, either verbal or written, may be conditional upon the satisfactory completion of a drug screen, background check and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Village of Montgomery. I understand that my employment with the Village will be at-will and that I have the right to terminate my employment at any time and the Village of Montgomery retains the same right unless otherwise provided in a collective bargaining agreement.

Applicant Signature

Date



The Village of Montgomery is an
EQUAL OPPORTUNITY EMPLOYER