



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

**APPLICATION FOR EMPLOYMENT**

**The Village of Bensenville is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, ancestry, citizenship, marital status, unfavorable discharge from the military, handicap, disability or any other legally protected status, in accordance with applicable legal requirements.**

Position(s) Applying  
for: \_\_\_\_\_

Last Name		First Name	
_____		_____	
Address Number	Street	City, State	Zip Code
_____			
Telephone Number(s)		Email	
_____			

1. How did you hear about the position(s)?  Advertisement  Friend  
 Employment Agency  Internet  Relative  Walk-in  Other

2. If you are under 18 years of age, can you provide  
required proof of your eligibility to work?  Yes  No

3. Have you ever filed an application with us before?  Yes  No

If yes, please give date: \_\_\_\_\_

4. Have you ever been employed with us before?  Yes  No

If yes, please give date: \_\_\_\_\_

5. Are you currently employed?  Yes  No

6. Are you prevented from lawfully becoming  
employed in this country because of Visa  
or Immigration Status?  Yes  No

Proof of citizenship or Immigration Status will be required upon employment.

7. On what date would you be available to work? \_\_\_\_\_

8. Are you available to work:  
 Full Time       Part Time       Shift Work       Seasonal

9. Are you currently on "lay-off" status and subject to recall?       Yes       No

10. Have you ever been convicted of a felony or misdemeanor?       Yes       No  
Conviction will not necessarily disqualify an applicant from employment.  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

11. Do you have any relatives working for the Village?     Yes     No

### EDUCATION

School Name & Location	High School	Undergraduate College/University	Graduate/Professional
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Years completed Please circle:	9 10 11 12	9 10 11 12	9 10 11 12
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Diploma/Degree  
\_\_\_\_\_

Describe Relevant Course of Study:  
\_\_\_\_\_

Describe any specialized training, apprenticeship, skills & extra-curricular activities:  
\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application:  
\_\_\_\_\_

Are you able to perform all the job functions of the position for which you are applying, with or without reasonable accommodation?       Yes       No

## Employment Experience

1. Employer

Address

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From:

To:

Telephone Number(s)

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Job Title:

Supervisor:

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Reason for Leaving:

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Name of Employer Business Reference:

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2. Employer

Address

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From:

To:

Telephone Number(s)

---

Job Title:

Supervisor:

---

Reason for Leaving:

---

Name of Employer Business Reference:

---

3. Employer

Address

---

From:

To:

Telephone Number(s)

---

Job Title:

Supervisor:

---

Reason for Leaving:

---

Name of Employer Business Reference:

---

4. Employer

Address

---

From:

To:

Telephone Number(s)

---

Job Title:

Supervisor:

---

Reason for Leaving:

---

Name of Employer Business Reference:

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Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience: \_\_\_\_\_

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**Applicant's Statement:**

I hereby certify that the statements given herein are true and complete to the best of my knowledge and belief and that any false or misleading statements or misrepresentations, as stated or implied on this application or any other employment forms or during any interview may be sufficient reason to prevent my employment and may be cause for dismissal if hired.

I authorize investigation of all statements contained herein and authorize all individuals and organizations named or referred to in this application, and any other individual listed, to give to the Village of Bensenville any and all information relative to such investigation, including but no limited to information concerning my previous employment and any disciplinary action taken against me. I hereby release and hold harmless all persons, boards, entities or organizations, from any and all claims, debts, charges, causes of action, damages, or any and all liability that may arise from furnishing same to the

Village of Bensenville. I waive any right I may have to prior notice of disciplinary records that may be released to the Village of Bensenville by any individuals, boards, entities or organizations named or referred to in this application.

I further understand and agree that, unless the position I am applying for is represented by a collective bargaining agreement with the village, this application and the Village's employee Handbook are not intended to create, nor should it be construed to constitute, any type of employment contract, promise or guarantee between the Village of Bensenville and its employees. The application and employee Handbook are also not intended to provide any assurance of continued employment. Rather, they are simply intended to describe the Village of Bensenville's present policies and procedures and to provide the Village with information used to evaluate job applicants. These policies may, and likely will, be changed from time to time, with or without notice, as the Village deems appropriate. Furthermore, employment and compensation for non-contractual positions may be terminated at any time with or without cause and with or without notice at the options of the Village of Bensenville. No representative of the Village of Bensenville, other than the Village Manager, has the authority to enter into any agreement contrary to the foregoing.

My signature below confirms I have read, understand and agree with the above applicant's statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

REV: 2/7/2017