

Village of Montgomery

Human Resources

200 North River Street
 Montgomery, IL 60538
 Tel: 630-896-8080 ext. 9032
 Fax: 630-896-0791



APPLICATION FOR EMPLOYMENT

(Revised 06/2016)

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 Americans with Disabilities Act (ADA). If you an individual with a disability and require assistance or accommodation in filling out this application, please contact Human Resources at 630-896-8080 ext. 9032.

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		
Last Name	First Name	M.I.
Current Address	Cell Phone	
	Home Phone	
Email Address		

BACKGROUND INFORMATION			
What position are you applying for?			
Date available		Expected minimum salary	
Are you at least 18 years old?	Yes No	Are you legally eligible for employment in the United States? <small>(Employment is subject to verification of U.S. Citizenship or immigration status in accordance with Federal laws.)</small>	Yes No
If applicable to the position, do you possess a valid driver's license?	Yes No	If applicable to the position, do you possess a valid CDL?	Yes No
Have you been convicted of any violations of the law, other than minor traffic violations? <small>(Applicant is NOT obliged to disclose sealed or expunged records of conviction or arrest.)</small>			Yes No
If you answered 'yes' to the above, please explain. <small>(Conviction of a violation of the law is not an automatic bar to employment. Each case will be considered on its own merits.)</small>			
Were you previously employed by the Village of Montgomery?	Yes No	Dates of previous employment? From _____ To _____	
Are you related to any Village employee or elected official?	Yes No	If yes, state their name and relationship to you.	



EDUCATION				
Name & Location of School	Course of Study	Years Completed	Did you graduate?	Degree received
High School			Yes No	
College			Yes No	
Graduate School			Yes No	
Other (specify)			Yes No	

ADDITIONAL JOB-RELATED QUALIFICATIONS		
Do you hold any certifications and/or licenses?	Yes No	If yes, please list:
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. <i>(Please exclude memberships that would reveal any federal or state protected status.)</i>		

EMPLOYMENT HISTORY			
Are you presently employed?	Yes No	If yes, may we contact your employer?	Yes No
Current Employer	Address		Phone Number
Your title	Supervisor's name and title		
Dates Employed	From _____ (mo/yr)	Last Salary	
	To _____ (mo/yr)	Reason for Leaving	
Description of Duties			



Please list your previous employment information chronologically, starting with your most recent employer first. Attach an additional sheet if necessary. **A resume will not substitute for completion of this portion of the application.**

Previous Employer		
Previous Employer	Address	Phone Number
Your title	Supervisor's name and title	
Dates Employed From _____ (mo/yr)	Last Salary	
To _____ (mo/yr)	Reason for Leaving	
Description of Duties		

Previous Employer		
Previous Employer	Address	Phone Number
Your title	Supervisor's name and title	
Dates Employed From _____ (mo/yr)	Last Salary	
To _____ (mo/yr)	Reason for Leaving	
Description of Duties		

Previous Employer		
Previous Employer	Address	Phone Number
Your title	Supervisor's name and title	
Dates Employed From _____ (mo/yr)	Last Salary	
To _____ (mo/yr)	Reason for Leaving	
Description of Duties		



PROFESSIONAL REFERENCES

Please provide contact information for three (3) individuals that are familiar with your work history and experience. **Do not** list relatives, friends, or personal references.

Name	Phone Number
Company	Years known
Business relationship	

Name	Phone Number
Company	Years known
Business relationship	

Name	Phone Number
Company	Years known
Business relationship	

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 Administrator, 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