



## Human Resources

200 N River St., Montgomery, IL 60538  
630-896-8080 ext. 101

## Application for Employment

### Personal Information

Name \_\_\_\_\_

Address	City	State	Zip
Phone Number	Email Address		

**Are legally eligible for employment in the United States?**  
(Employment is subject to verification of U.S. Citizenship or immigration status.)

Yes                    No

If selected for employment, are you willing to submit to a pre-employment drug test, physical exam, and background check?

Yes                    No

Are you related to any current Village employee or elected official? (If yes, state their name and relationship to you.)

No                    Yes \_\_\_\_\_

### Position

Position you are applying for:

Available start date:

### Education

School Name & Location	Degree Received	Major

### Licenses and Certifications

If you hold any licenses and/or certifications relevant to the job you are applying, please list them below. You may also list any other special job-related qualifications, training, and/or experience you would like us to consider.

### Professional References (Do not list relatives, friends, or personal references.)

Name	Company & Relationship to you	Phone

## Employment History (List most recent employer first. Attach additional pages as needed.)

<b>Employer (1)</b>	<b>Job Title</b>	<b>Dates Employed</b>
<b>Business Phone</b>	<b>City &amp; State</b>	

### Summary of Duties

<b>Employer (2)</b>	<b>Job Title</b>	<b>Dates Employed</b>
<b>Business Phone</b>	<b>City &amp; State</b>	

### Summary of Duties

<b>Employer (3)</b>	<b>Job Title</b>	<b>Dates Employed</b>
<b>Business Phone</b>	<b>City &amp; State</b>	

### Summary of Duties

<b>Employer (4)</b>	<b>Job Title</b>	<b>Dates Employed</b>
<b>Business Phone</b>	<b>City &amp; State</b>	

### Summary of Duties

## Signature Disclaimer

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.

**Name (Please Print)**

**Signature**

**Date**