



Application for Employment

Date Received:

Please return to:
Human Resources Department, Village of Carol Stream
500 N. Gary Avenue, Carol Stream, IL 60188

By:

Confidentiality

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 Carol Stream. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying. **All information must be filled out completely.**

Title/Type of Work Applied for A. _____ B. _____
Regular/Full-Time Part-Time Summer Temporary

PERSONAL INFORMATION

Last Name	First Name	MI	Driver's License Number, State and Type	
Permanent Address		City	State	Zip Code
Home Phone Number	Cell Phone Number	Email Address		

EDUCATION INFORMATION

School	Name & Mailing Address	Did You Graduate?	# Credits Qtr./ Sem.	Degree	Major
High School					
College/ University					
Graduate					
Technical					
Additional training relevant to this position (i.e. correspondence courses, seminars, workshops, training sessions, etc.)					

CONVICTION INFORMATION

Note: The Village of Carol Stream will not automatically reject an applicant who has been convicted of a crime. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.		
Have you ever been convicted as an adult for a criminal violation? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If So, Date and Place	Nature of Offense	Disposition
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Do you have a relative currently employed by the Village of Carol Stream? Yes <input type="checkbox"/> No <input type="checkbox"/> If So, Whom?

APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY

Employer's Name		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Employment Dates From _____ To _____		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Reason for pursuing other employment

Employer's Name		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Employment Dates From _____ To _____		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Reason for pursuing other employment

Employer's Name		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Employment Dates From _____ To _____		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Reason for pursuing other employment

Employer's Name		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Employment Dates From _____ To _____		Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Reason for pursuing other employment

UNPAID EXPERIENCE

Volunteer Organization		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Dates of Participation From _____ To _____		Hours per Week	Skills Learned	
List any other skills or experience which relate to this position:				

REFERENCES: Please provide three individual's names not related to you, whom you have known at least one year.

Name	Address	Phone #	Relationship

Upon selection for hire, a final candidate will be subject to satisfactory completion of an employment physical and drug screen. New employees must successfully complete a probationary period before obtaining regular employment status.

I HERBY CERTIFY THAT ALL ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND I AGREE AND UNDERSTAND THAT ANY FALSE STATEMENTS CONTAINED IN THIS APPLICATION MAY CAUSE REJECTION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT.

Signature _____

Date _____

Equal Opportunity Employer

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the Village of Carol Stream to provide equality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, marital status, physical or mental disability, sexual orientation, sex, or age (except when sex, age or disability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all phases of full, part-time, temporary and seasonal employment.