



VILLAGE OF EAST DUNDEE Employment Application

120 Barrington Avenue, East Dundee, Illinois 60118
P: 847-426-2822 F: 847-426-9621 E: HR@eastdundee.net

TO BE CONSIDERED

1. Accurately complete application in its entirety.
2. Employment applications become inactive after 90 days. If you wish to be considered for employment after that time, a new application must be completed.
3. Email Application to HR@eastdundee.net with position desired as the subject. Please attach resume and cover letter, if applicable.

APPLICANT INFORMATION

Position Applying for: _____

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Driver's License Number: _____ State: _____ Class: _____

Best way to contact you: Phone Email AM PM

Are you eligible to work in the United States? Yes No

Are you over 18 years old? Yes No

Have you previously applied to the Village of East Dundee? Yes No

If yes, give date: _____

Do any of your friends or relatives, other than spouse, work here? Yes No

If yes, state their name, relation and work position:

Are you currently employed? Yes No May we contact your present employer? Yes No

Date available to start: _____ Desired Salary Range: _____

Are you available to work: Full Time Part Time Seasonal

Please indicate how you heard about this job:

Walk-in Village Website Social Media Staff Friend/Relative Association

Other: _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Graduate: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

If you are not a high school graduate, have you passed the GED test? Yes No

List any courses, workshops, seminars, etc. relating this position:

List any licenses or certificates relating to this position:

List any skills/experience relating to this position (software skills, heavy machinery):

Would you agree to further governmental education related to your position? Yes No

PROFESSIONAL REFERENCES

Please list three references that are familiar with your work history and experience. Do not list relatives, friends, or personal references.

1. Name: _____ Employer/Title: _____

Email: _____ Phone Number: _____

Business Relationship/Years Known: _____

2. Name: _____ Employer/Title: _____

Email: _____ Phone Number: _____

Business Relationship/Years Known: _____

3. Name: _____ Employer/Title: _____

Email: _____ Phone Number: _____

Business Relationship/Years Known: _____

WORK EXPERIENCE

1. Employer: _____ Phone: _____

Address: _____ From: _____ To: _____

Supervisor Name & Title: _____

May we Contact? Yes No

Position Title: _____ FT PT Seasonal

Responsibilities:

Reason for Leaving: _____

2. Employer: _____ Phone: _____

Address: _____ From: _____ To: _____

Supervisor Name & Title: _____

May we Contact? Yes No

Position Title: _____ FT PT Seasonal

Responsibilities:

Reason for Leaving: _____

3. Employer: _____ Phone: _____

Address: _____ From: _____ To: _____

Supervisor Name & Title: _____

May we Contact? Yes No

Position Title: _____ FT PT Seasonal

Responsibilities:

Reason for Leaving: _____

APPLICANT'S STATEMENT

Please read carefully prior to signing:

The Village of East Dundee an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Village of East Dundee to hire me. If I am hired, I agree to conform to the Village of East Dundee's rules and regulations and understand that either the Village or I can terminate my employment at any time and for any reason, with or without cause, and without prior notice. I understand that no representative of the Village of East Dundee has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Village of East Dundee true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Print Name:

Signature:

Date: