Employment Application



VILLAGE OF BROADVIEW

2350 S. 25th Avenue Broadview, IL 60155-3800 708-681-3600

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of	Application
How Did You Learn About Us?		
☐ Advertisement ☐ Friend ☐ Walk-In		
☐ Employment Agency ☐ Relative ☐ Other		
Last Name First Name	Middle	Name
Address Number Street City	State	Zip
Telephone Number(s)		
f you are under 18 years of age, can you provide required proof of your eligibility to work?	☐ Yes	□ No
lave you ever filed an application with us before?	☐ Yes	□ No
If Yes, give date:		
lave you ever been employed with us before?	☐ Yes	□ No
If Yes, give date:		
re you currently employed?	☐ Yes	□ No
May we contact your present employer?	☐ Yes	□ No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.	☐ Yes	□ No
On what date would you be available for work?		
are you available to work: $\ \square$ Full Time $\ \square$ Part Time $\ \square$ Seasonal		
Have you been convicted of a felony within the last 7 years? Conviction will not necessarily disqualify an applicant from employment.	☐ Yes	□ No
f Yes, please explain		

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree		
Elementary School						
High School						
Undergraduate College						
Graduate Professional						
Other (Specify)						
Indicate A	Any Foreign Language(s)	You Can Speak, Rea	d and/or Wri	te		
	FLUENT	GOOD	FA			
SPEAK						
READ	READ					
WRITE						
WRITE						
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Describe any speci				activities.		
Describe any speci	alized training, apprent			activities.		
Describe any speci				activities.		

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

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Job Title Supervisor		
Reason for Leaving		
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Job Title Supervisor		
Reason for Leaving		
If you need additional space, please continue on a separate sheet of paper.		

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Additional Information

Pecialized Skills Check Skills/Equipment Operated Microsoft Office	ther Qualifi mmarize speci	al job-related skills and qualification	ions acquired from employment or other experience.
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FOR PERS	SONNEL DEPARTMEN	T USE ONLY
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osition(s) Considered For: _		
_	ъ.	
0	□ Yes □ No	
		INTERVIEWER DATE
	Date of Employment	
ob Title:	_ Hourly Rate/Salary:	Department:
y:	NAME AND TITLE	DATE

Applicant's Statement

I certify that answers given herein are true and complete to the best of my k	knowledge.
I authorize investigation of all statements contained in this application for earriving at an employment decision.	
This application for employment shall be considered active for a period of applicant wishing to be considered for employment beyond this time period not applications are being accepted at that time.	
I hereby understand and acknowledge that, unless otherwise defined by relationship with this organization is of an "at will" nature, which means th time and the Employer may discharge Employee at any time with our with that this "at will" employment relationship may not be changed by any writt such change is specifically acknowledged in writing by an authorized execu	at the Employee may resign at any out cause. It is further understood en document or by conduct unless
In the event of employment, I understand that false or misleading informinterview(s) may result in discharge. I understand, also, that I am required to of the employer.	
	Dete
Signature of Applicant	Date