



# Village of Cherry Valley, Illinois

806 E. State Street, Cherry Valley, Illinois 61016

## Application For Employment

Last Name	First	Middle	Phone Number
Current Address	City	State	Zip Code
			How Long Have You Lived There?
Previous Address	City	State	Zip Code
			How Long Have You Lived There?

Are you 18 years of age or older? If no, Hire is subject to verification that you are of legal minimum age. Yes  No

Position(s) Appling for:	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Rate of pay expected:
Have you worked for the Village previously? If yes when?	Yes <input type="checkbox"/> No <input type="checkbox"/>	How did you hear about this job you are applying for?

Please list special skills you have, and if applicable please list any machinery you can operate:

After reviewing the functions of the job for which you are applying, are you able to perform the duties of the job? If no, please explain:  
 Yes  No

Are you a U.S. citizen or an alien legally authorized to work in the United States?  
 Yes  No

Have you been convicted of a felony? If yes, please explain:  
*\*A felony conviction does not automatically disqualify you from employment.*  
 Yes  No

Education	Course of study	Number of Years Attended	Did you graduate?
High School			
College			
Graduate School			
Trade, Business, or other			

*\*All qualified applicants will receive consideration without regard to age, race, color, religion, sex, national origin or military status.*

Were you in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch	Dates of Duty	Rank at Discharge
List of Duties and Special Training:			

Previous Employment (Name and Address)	Date Month & Year		Kind of Work	Wage		Reason For Leaving
	From	To		Start	Finish	

**Carefully Read this section prior to providing signature below:**

1. I consent to any medical examination required by the Village at any time to determine my ability to perform the duties of my job or other jobs with the Village and I understand that my employment may be conditioned upon satisfactory passing a physical examination. I understand that I may be required to satisfactorily complete an alcohol/drug screening as a condition of employment. I understand the Village may have a no-smoking policy and I agree to comply with its requirements.
2. I certify that the information contained in this application is correct to the best of my knowledge and understand that the deliberate falsification of this information is grounds for dismissal in accordance with the Village of Cherry Valley policy.
3. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal, or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
4. I understand that no representative of the Village of Cherry Valley has the authority to enter into any agreement for employment for any specific period of time, nor am I obligated to work for the Village or any specified period of time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*The Village of Cherry Valley is an equal opportunity employer and abides by all laws including the American Disabilities Act.***

## **AUTHORITY TO RELEASE INFORMATION**

I, \_\_\_\_\_, having made application with the Village of Cherry Valley, Illinois, and desiring that they be informed of my previous records and character, hereby authorize an investigation into all records which may be of interest to them. This authorization includes, but is not limited to: school, employment, military, attorneys, and counselors, and credit records, whether privileged or not. This authorization to furnish information is executed in consideration of the Village of Cherry Valley, Illinois giving my application consideration and shall serve as a release of all liability to all parties furnishing such information to the Village of Cherry Valley.

\_\_\_\_\_  
Full Legal Name (Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_