



EMPLOYMENT APPLICATION

Village of Poplar Grove
 200 N. Hill Street
 Poplar Grove, IL 61065
 (815) 765-3201 (Phone)
 (815) 765-3571 (Fax)

(Print Clearly)

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____

Telephone () _____ Driver's License: _____

Position(s) applying for: _____

Date Available: _____ Full Time Part Time Temporary

Are you a U.S. Citizen or do you have a U.S. work permit? Yes No

Are you at least 18 years of age? Yes No

If the job requires it: Do you have a valid driver's license? Yes No

Do you have a Commercial Driver's License (CDL)? Yes No

Have you ever been convicted of any violations of law other than minor traffic violations? Yes No
 (The Village does not use a conviction record unless it is substantially related to circumstances of the particular job.)

If yes, please explain, including when and where (Use additional sheet if necessary.) _____

EDUCATION AND TRAINING:

Circle the highest grade completed in school 1 2 3 4 5 6 7 8 9 10 11 12	Did you graduate high school? Yes No
Name and Location of High School	Have you passed a G.E.D. Equivalency? Yes No

TRAINING BEYOND HIGH SCHOOL – college, university, technical school, military school, or other schools you have attended. Please list below.

Name	Location	Dates Attended	Major Field	GPA/Base	Degree Earned

Describe any training you have that is not covered, such as correspondence courses, in-service training, or volunteer work which you feel is relevant to the job for which you are applying. Also include relevant licenses, certificates, typing speed, dictation rate and office machines you operate. Be specific. _____

WORK EXPERIENCE May we contact your present employer? Yes No

Provide a complete description and be certain to include service in the armed forces. Also, please indicate any changes in position under the same employer. Begin with your most recent employer.

1. Employer	Kind of Business	Location
Name of Supervisor	Address/Phone of Supervisor	Employed from _____ to _____ Reason for leaving:

Duties Performed: _____

2. Employer	Kind of Business	Location
Name of Supervisor	Address/Phone of Supervisor	Employed from _____ to _____ Reason for leaving:

Duties Performed: _____

3. Employer	Kind of Business	Location
Name of Supervisor	Address/Phone of Supervisor	Employed from _____ to _____ Reason for leaving:

Duties Performed: _____

4. Employer	Kind of Business	Location
Name of Supervisor	Address/Phone of Supervisor	Employed from _____ to _____ Reason for leaving:

Duties Performed: _____

Please list two references other than relatives

Name	Address	Phone
Name	Address	Phone

Equal Opportunity Statement

The Village of Poplar Grove is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, handicap, physical condition, arrest or conviction received, age or any other area as prescribed below.

Confidentiality

I hereby request that this application be kept confidential to the degree allowed under Illinois Statutes. I understand, however, that this application may be an open record under Illinois laws and subject to public inspection.

Signature _____ Date _____

Certification Statement

I authorize the investigation of my personal character or employment record, and I hereby release all persons providing this information from any liability or damages. Photocopies of release are acceptable. I certify that all answers to questions in this application are true and I agree that my misstatements or omissions of material fact will cause forfeiture on my part of all rights to any employment in the Village service. The Village of Poplar Grove has a policy of pre-employment drug screening. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Signature _____ Date _____