



VILLAGE OF METAMORA

100 N. DAVENPORT
METAMORA, ILLINOIS 61548
PH (309) 367-4044
FAX (309) 367-2172

VILLAGE OF METAMORA

APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization. Your assistance in providing us with a clear understanding of your background, education, work experience and skills will better enable us to determine whether you are a qualified candidate for the position for which you are applying. Please complete this form fully and accurately. If you are unable to recall specifically any item of information requested, please indicate the same.

Village of Metamora is an equal opportunity employer and adheres to the principles and practices outlined in applicable federal, state and local laws and regulations that prohibit discrimination in employment and hiring. It is the policy and practice of the County to hire, train, promote, compensate and administer all employment practices without regard to race, color, ancestry, national origin, religion, age, sex, marital status, veteran status, medical condition, pregnancy, or physical or mental disabilities unrelated to the ability to perform essential job functions with or without reasonable accommodations.

Furthermore, the County is committed to complying with the American With Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the County reserves the right to require professional documentation to confirm the need for accommodation.

PERSONAL INFORMATION

Name: _____

Last Name	First Name	MI
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Address: _____

Street/Apt. #	City/State	Zip Code	County
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Home Phone: _____ Work Phone: _____

Driver's License #: _____ State: _____ Class _____ CDL: Yes ☐ No ☐

POSITION APPLIED FOR AND AVAILABILITY

Job Title: _____ Available Start Date: _____

Preferred Status: Full Time ☐ Part Time ☐ Temporary ☐ Summer ☐ Intern ☐

Desired Starting Salary: _____

Working schedule you will accept: Days ☐ Afternoon ☐ Evenings ☐ Holidays ☐ Rotating ☐

Have you ever previously applied for a position with the Village of Metamora: Yes ☐ No ☐ If Yes, when: mm____/yy__

Were you ever employed by the Village of Metamora: Yes ☐ No ☐ If yes, when: From _____ To _____
(Month/Year) (Month/Year)

In which Department/Division? _____ Job Title: _____

If relevant to the position, please list any other languages which you can speak or read:_____

SPECIAL TRAINING/EDUCATIONAL HISTORY

Check Highest	High School	College	Post Graduate
Grade Completed:	☐ 9 ☐ 10 ☐ 11 ☐ 12	☐ 13 ☐ 14 ☐ 15 ☐ 16	☐ 1 ☐ 2 ☐ Masters ☐ PhD.

School	Name/City/State	Years Complete	Grad. Y/N	Degree/Cert	Major
High School					
College					
Post Graduate					
Other					
Other					
Military Service	Branch:	Length of Service:		Dates:	

Please list only your current and 3 previous employers, starting with your current employer.
If you are not presently employed, start with your most recent employer and list 3 employers.

EMPLOYMENT HISTORY

Firm Name: _____ Phone Number: _____

Address: _____
Street City/State Zip Code

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes ☐ No ☐ If yes, may we contact? Yes ☐ No ☐

If no, please specify reason for leaving: _____

Describe your job functions and responsibilities: _____

EMPLOYMENT HISTORY

Firm Name: _____ Phone Number: _____

Address: _____
Street City/State Zip Code

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes ☐ No ☐ If yes, may we contact? Yes ☐ No ☐

If no, please specify reason for leaving: _____

Describe your job functions and responsibilities: _____

EMPLOYMENT HISTORY

Firm Name: _____ Phone Number: _____

Address: _____
Street City/State Zip Code

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes ☐ No ☐ If yes, may we contact? Yes ☐ No ☐

If no, please specify reason for leaving: _____

Describe your job functions and responsibilities: _____

_____**EMPLOYMENT HISTORY**

Firm Name: _____ Phone Number: _____

Address: _____
Street City/State Zip Code

Position Title: _____

Supervisor Name & Title: _____

Employment Dates: From _____ To _____

Beginning Salary: \$ _____ Ending Salary: \$ _____

Are you currently working for this employer? Yes ☐ No ☐ If yes, may we contact? Yes ☐ No ☐

If no, please specify reason for leaving: _____

Describe your job functions and responsibilities: _____

MISCELLANEOUS

If hired can you prove within three days that you have the lawful right to work in the United States Yes ☐ No ☐

(Employment is subject to verification of U.S. citizenship or immigration status in accordance with the Immigration Reform & Control Act.)

PLEASE READ THE FOLLOWING BEFORE SIGNING

My signature on this application indicates that I understand and agree to the following conditions:

I hereby certify that all information in my resume and/or application is true, correct and complete to the best of my knowledge and belief. I agree and understand that any false statements contained in this application, resume, other employment documents or during my interview (if applicable) may cause rejection of my candidacy from employment without notice or benefits.

I hereby authorize investigation of current and previous employment and education records and all pertinent information, personal or otherwise. I further authorize all individuals and organizations named in this application to provide the County with all information relative to such verification and release all parties from all liability for any damage that may result from furnishing the same.

I understand that Village of Metamora reserves the right to verify criminal records information I have provided through appropriate local, state and federal law enforcement agencies. I understand that the Village of Metamora is not obligated to provide employment, nor am I obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment. In addition, if accepted for employment, I agree to abide by the rules and policies of the Village of Metamora set forth in the employee handbook and/or any policy and procedure manual or other communications to employees. I understand that the County reserves the right to modify policies and procedures at any time, without notice.

I further understand that I must reapply or reactivate my application if I am not hired within ninety (90) days of the date of this application. I hereby acknowledge that I have read, understand and agree with all the above stated information.

(Signature)

(Date)

Don't forget to sign the application if you are mailing or faxing it to us.

If you are emailing this application your signature will be required on this application if you are contacted for an interview.