



## VILLAGE OF BEECHER

625 Dixie Highway / P.O. Box 1154  
Beecher, IL 60401  
708-946-2261 / Fax: 708-946-3764  
www.villageofbeecher.org

### APPLICATION FOR EMPLOYMENT

A. **APPLICANT IDENTIFICATION** - Information provided in this section is used for identification purposes only.

1. Name \_\_\_\_\_  
*Last First Middle*

2. Address \_\_\_\_\_  
*Street Address PO Box #*

\_\_\_\_\_ *City State ZIP Code*

3. Phone Number \_\_\_\_\_  
*Home Cell*

4. Best time to call \_\_\_\_\_

5. Position for which you are applying \_\_\_\_\_

6. Are you interested in full-time, part-time or both? \_\_\_\_\_

7. If part-time, when are you available to work? \_\_\_\_\_

8. Date you are available to start work? \_\_\_\_\_

9. Are you a U.S. citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Driver's license number \_\_\_\_\_

State of issue \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you have a CDL? \_\_\_\_\_

**B. EXPERIENCE AND EMPLOYMENT** - Beginning with your present or most recent job, list all employment held for the past ten years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary. Please indicate if you are fearful that your present job would be in jeopardy if inquiries are made.

1. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_

2. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_

3. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_

4. From \_\_\_\_\_ to \_\_\_\_\_ Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Job Title \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
Supervisor \_\_\_\_\_

**NOTE: Your previous employers will not be contacted without your consent.**

**C. MILITARY HISTORY**

1. Have you served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No
  
2. Date of service from \_\_\_\_\_ to \_\_\_\_\_  
Branch of service \_\_\_\_\_  
Unit designation \_\_\_\_\_  
Military service number \_\_\_\_\_  
Highest rank held \_\_\_\_\_  
Type of discharge \_\_\_\_\_
  
3. If you received a discharge other than honorable, give complete details.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. EDUCATIONAL HISTORY - Attach copies of transcripts or degrees.**

1. 

<u>High school</u>	<u>City and state</u>	<u>From/to</u>	<u>Graduated: Yes/No</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
  
2. (A) College or university attended/attending \_\_\_\_\_  
City and state \_\_\_\_\_ Dates attended \_\_\_\_\_  
Units completed \_\_\_\_\_ Major/minor \_\_\_\_\_  
Degree received, if any, and date \_\_\_\_\_
  
- (B) College or university attended/attending \_\_\_\_\_  
City and state \_\_\_\_\_ Dates attended \_\_\_\_\_  
Units completed \_\_\_\_\_ Major/minor \_\_\_\_\_  
Degree received, if any, and date \_\_\_\_\_
  
- (C) College or university attended/attending \_\_\_\_\_  
City and state \_\_\_\_\_ Dates attended \_\_\_\_\_  
Units completed \_\_\_\_\_ Major/minor \_\_\_\_\_  
Degree received, if any, and date \_\_\_\_\_

3. List other schools attended (trade, vocational, business, etc.) Give name and address of school, dates attended, course of study, certificate, and other pertinent information. Attach copies.

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**E. SPECIAL QUALIFICATIONS AND SKILLS**

1. List any special licenses you hold (such as Commercial Driver, Water and Sewer Operator, etc.) showing licensing authority, original date of issue, and date of expiration. Attach copies of these licenses.

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2. List any specialized machinery or equipment which you can operate, that pertains to the position for which you are applying.

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3. List any other special skills or qualifications you may possess, including computer skills, etc.

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**D. LEGAL**

1. Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, complete the following (list occurrences).

<u>Crime Charged</u>	<u>Police Agency City/State</u>	<u>Date</u>	<u>Disposition of Case</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**E. MOTOR VEHICLE OPERATION**

1. Has your driver's license ever been suspended or revoked? \_\_\_\_Yes \_\_\_\_No  
If yes, give date, location and reason(s).

\_\_\_\_\_  
\_\_\_\_\_

**F. REFERENCES AND ACQUAINTANCES**

List three persons who know you well enough to provide current information about you. Do not list relatives or former employers.

1. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business address \_\_\_\_\_  
Years known \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business address \_\_\_\_\_  
Years known \_\_\_\_\_

3. Name \_\_\_\_\_ Address \_\_\_\_\_  
Home phone \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business address \_\_\_\_\_  
Years known \_\_\_\_\_

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any misrepresentations, omissions, or falsifications will be grounds for immediate rejection or termination of employment.

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Date completed*

Please attach any pertinent information you may wish to add to your application, such as resume, copies of training certificates, etc.