



Village of North Riverside

"A Small Community With a Big Heart"

EMPLOYMENT APPLICATION

(Page 1 of 3)

NAME:	DATE:
ADDRESS:	CITY/STATE/ZIP:
EMAIL:	PHONE NUMBER:

Referral Source (please check the appropriate category and name the source):

- Advertisement
 Company's Website
 Employee
 Job Fair
 School
 Staffing Agency
 Walk-in
 Other

Section One (Personal/Position Related Information):

What position are you applying for? _____

Please list any other name under which you have been employed: _____

Are you legally authorized to work in the United States on an unrestricted basis for any employer? Yes No

What are your preferred shift hours? _____

Willing to work other shifts? Yes No

Are you available to work overtime? Yes No

What is your work preference? Full Time Part Time Seasonal

If applying for a position which would require you to drive a vehicle please list your Driver's License #: _____

Section Two (Education):

Education/Type	Name & City	Coursework Taken	Did you Graduate?	Degree Received
High School			Yes / No	
College			Yes / No	
Graduate School			Yes / No	
Other			Yes / No	



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(Page 2 of 3)

Section Three (Work History):

Please give your work history for the past 10 years. Note any gaps in employment. Begin with the most recent employer. Feel free to use additional paper if necessary.

#1 - Company: _____ **Phone Number:** _____

Address: _____ **City/State/Zip:** _____

Position Held: _____ **Employment Dates:** _____

Supervisor's Name: _____ **May we Contact?** Yes No

Reason for Separation: _____

#2 - Company: _____ **Phone Number:** _____

Address: _____ **City/State/Zip:** _____

Position Held: _____ **Employment Dates:** _____

Supervisor's Name: _____ **May we Contact?** Yes No

Reason for Separation: _____

#3 - Company: _____ **Phone Number:** _____

Address: _____ **City/State/Zip:** _____

Position Held: _____ **Employment Dates:** _____

Supervisor's Name: _____ **May we Contact?** Yes No

Reason for Separation: _____



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(Page 3 of 3)

Section Four (Additional Information):

List any special achievements or qualifications (such as Training, etc.):

List any professional organization membership(s):

Section Five (Application Verification/Acknowledgement):

In completing this application I verify that everything is true and accurate. Should I be granted a personal interview, I agree that information will be true as well. I understand that any false statements can lead to immediate termination. I understand that this application will only be considered for 30 days from the date I signed the document. Should I want to be considered after this time, I will need to re-apply.

Village of North Riverside has the right to verify any of this information with any former employer, motor vehicle department, criminal history, personal reference or educational institution. Village of North Riverside has the right to use outside agencies as it deems necessary to verify this information and/or during the course of an investigation at any time prior to or during my employment.

Should I be offered a job, I agree to comply with all policies of the Village of North Riverside including drug testing. I understand only management has the authority to make or change policies. I understand that Village of North Riverside is not obligated to provide employment and that I am not required to accept employment. Nothing in this application or in any prior or subsequent oral or written communication is intended to create any contract or employment. I agree to not record any interaction or materials within or regarding the company, its employee and/or other interaction to which I may or may not be a party prior to, during or following my employment.

I am aware that Village of North Riverside is an equal opportunity employer. They do not hire, promote, terminate or make any other employment decisions based on age, race, creed, color, sex, national origin or other segmenting factor. Village of North Riverside is an at-will employer and as such has the right to terminate employment at any time. Should I become employed, I have the same right to terminate my employment at any time.

Applicant Signature

Date