



VILLAGE OF HOFFMAN ESTATES

# Application for Employment

VILLAGE OF HOFFMAN ESTATES • 1900 HASSELL ROAD, HOFFMAN ESTATES, IL 60169 • EQUAL OPPORTUNITY EMPLOYER M/F/V/H/D

The Village of Hoffman Estates provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Village complies with the Americans with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Director of Human Resources Management in advance.

## AREA OF INTEREST

Position Applying For

Date

Type:  Full-time  
 Part-time  
 Seasonal

Department:  Development Services  
 Finance  
 Fire

General Government  
 Health & Human Services  
 Human Resources

Information Systems  
 Police  
 Public Works

## PERSONAL INFORMATION

Your Last Name

First Name

Middle Name

Present Street Address

City

State

Zip Code

Home Phone Number

Work Phone Number

Cell Phone Number

Are you at least 18 years of age?  Yes  No

If the job for which you are applying requires a driver's license, can you provide proof of possessing a valid license?  Yes  No

If the job requires a commercial drivers license (CDL), do you have one?  Yes  No

Are you lawfully permitted to become employed in this country?  Yes  No  
(Proof of eligibility shall be required within three (3) days of the date hired.)

Have you ever been convicted of a felony?  Yes  No

The inquiry as to whether you have been convicted of a crime does not require you to disclose, verbally or in writing, any record of a conviction or arrest that has been expunged or sealed. Criminal convictions are not an absolute bar to employment.

If the answer to the preceding question was "Yes," please provide details below:

## AVAILABILITY

Please list days and hours you are available to work.

Are you currently employed?  Yes  No

Your wage requirements (per hour)

Earliest date you can start working

May we contact your present employer at this time?  Yes  No

If "No," when may we contact your present employer?

Have you previously worked for Hoffman Estates?  Yes  No

If "Yes," please identify your...

Start Date (month/year)

Departure Date (month/year)

Job Title at Time of Departure

Reason for Leaving

# EMPLOYMENT HISTORY

Please list your last three (3) employers, beginning with your *present* or *most recent* position.

1.   
Employer

Employer Address

City

State

Zip Code

Your Job Title

Start Date (month/year)

Departure Date (Month/Year)

Describe Work You Performed

Supervisor's Name and Title

Hours Worked per Week

Last or Present Wage

Reason for Leaving or Looking for New Position

2.   
Employer

Employer Address

City

State

Zip Code

Your Job Title

Start Date (month/year)

Departure Date (Month/Year)

Describe Work You Performed

Supervisor's Name and Title

Hours Worked per Week

Last Wage

Reason for Leaving or Looking for New Position

3.   
Employer

Employer Address

City

State

Zip Code

Your Job Title

Start Date (month/year)

Departure Date (Month/Year)

Describe Work You Performed

Supervisor's Name and Title

Hours Worked per Week

Last Wage

Reason for Leaving or Looking for New Position

If there are gaps between jobs listed under your employment history, please explain below

From (month/year)	To (month/year)
Reason for Gap	

From (month/year)	To (month/year)
Reason for Gap	

### EDUCATION INFORMATION

	School Name and Location	Number of Years Attended	Major Field of Study	Did You Graduate?
Grammar School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School/Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School/Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list below any special job-related skills, training, experience, licenses, or certificates you possess:

### REFERENCES

List below three persons not related to you, whom you have known through your employment for at least one year (preferably supervisors).

1.			
	Name	Position/Job Title	
	Daytime or Business Phone	Home Phone	Years Known
2.			
	Name	Position/Job Title	
	Daytime or Business Phone	Home Phone	Years Known
3.			
	Name	Position/Job Title	
	Daytime or Business Phone	Home Phone	Years Known

If you are a veteran of U. S. Military Service, please describe below any skills or job-related training acquired while serving:

Why do you want to work for the Village of Hoffman Estates?

### APPLICATION SUBMISSION

- I, the undersigned, certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, any misstatement or omission of information on this application or at any time during the selection process may be grounds for dismissal.
- I authorize the investigation of all statements contained herein and information concerning my previous employment and any other pertinent information, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.
- In addition, I understand, that, if selected for employment, I may have to successfully pass a physical examination and/or drug screen performed by a medical professional selected and paid for by the Village of Hoffman Estates prior to starting employment.
- Full and part-time employees not covered by a collective bargaining agreement are employment "at will" and such employment can be terminated at any time, with or without cause, and with or without notice, at the option of either the Village or me.
- I further understand that no representative of the Village other than the Village Manager or his designee has the authority to enter into a written contract of employment with me for any specified period of time.

All new employees with the Village of Hoffman Estates will receive a copy of the Personnel Policy Manual. The information in the manual may be changed at any time at the discretion of the Village Manager. The policy manual is not a contract of employment nor does it create any vested additional rights in any policy listed or benefit therein.

Signature (or initials if e-mailing PDF version)

Date

**The Village will keep your application on active file for six months.**

### NOTICE TO APPLICANTS

**The Village of Hoffman Estates is an equal opportunity employer. It has a strict nondiscrimination policy applicable to all of its services, benefits and activities including but not limited to recruitment, applications, selection and employment.**

**Individuals with disabilities requiring accommodation to participate in the application or testing process shall notify human resources of their need for accommodation when their interview and/or test is being scheduled.**

**Any verbal request for accommodation MUST be followed up by a WRITTEN REQUEST within five working days. The written request must state what type of accommodation is being requested.**