



Employment Application

Village of Downs

211 S. Seminary, PO Box 18

Downs, IL 61736-0018

Voice/Fax: 309-378-3221

Email: DownsVillageHall@hotmail.com

Website: www.VillageOfDowns.org

Date _____

Legal Name (Print) _____

LAST

FIRST

MIDDLE

PREFERRED NAME

Business Telephone (____) _____ ext. _____

May we contact you at work? ☐ Yes ☐ No

Can your education and/or employment records be verified using the above name and social security number? ☐ Yes ☐ No

If no, list other name(s) and/or social security number(s). _____

Current Address _____

NUMBER AND STREET

CITY, STATE, ZIP CODE

Phone (____) _____

Permanent Address _____

NUMBER AND STREET

CITY, STATE, ZIP CODE

Phone (____) _____

Last three addresses (List most recent former address first.)

NUMBER AND STREET	CITY, STATE, ZIP CODE	FROM (MO/YR.)	TO (MO/YR.)

Position (Job) applying for _____

Would you work: ☐ Full time ☐ Part time ☐ 3 months or less Date available for work _____

Specify days and hours if part time _____

Do you object to working beyond the hours of the usual business day? ☐ Yes ☐ No

Were you previously employed by the Village of Downs? ☐ Yes ☐ No If yes, where? _____

Termination date _____ Name at time of termination _____

Have you previously applied for a position with the Village of Downs? ☐ Yes ☐ No

If yes, name at time of application _____

Do you have a reliable way to get to work? ☐ Yes ☐ No How? _____

Do you have a drivers license? ☐ Yes ☐ No Drivers license # and State of Issue _____

Has your drivers license ever been suspended or revoked? ☐ Yes ☐ No If yes, date _____

Explain _____

Have you been involved in any auto accidents in the last five years? ☐ Yes Number _____ ☐ No

Have you been convicted of or admitted guilt to any moving violations in the last five years? ☐ Yes ☐ No If yes, explain _____

Have you ever entered a plea of guilty to, been convicted of, or forfeited bond in relation to a felony or any dishonest act?

☐ Yes ☐ No If yes, specify offense, date, and court. _____

List any license(s) or training certificate(s) you possess which relate to the position you are applying for. _____

Circle Last Year Completed	Trade or High School 9 10 11 12 GED	Technical, Business School, College 1 2 3 4 5	Graduate School 1 2 3 4
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High School Name	Location	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade Point Average
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List every Business, Trade School or College attended	Location	Dates Attended (From-To)	Date of Graduation	College Major	College Minor	Degree Received	Grade Point Average

Extracurricular Activities (include offices held, awards, honors received, etc.):

High School _____

College _____

CHECK SKILLS & TRAINING ACQUIRED

☐ Typing —WPM _____ Errors _____
 ☐ Personal Computer Operation
 ☐ Accounting
 ☐ Programming

☐ Other _____

DATES EMPLOYED Mo. Yr. From _____ To _____	COMPANY NAME AND ADDRESS _____ _____ <small>(include Street, City, State, and Zip Code)</small>	SUPERVISOR'S NAME, TITLE, PHONE # _____ _____ _____
SALARY Initial \$ _____ Per _____ Final \$ _____ Per _____	TITLES OF JOBS HELD _____ _____	REASONS FOR LEAVING _____ _____

DESCRIBE WORK PERFORMED _____

DATES EMPLOYED Mo. Yr. From _____ To _____	COMPANY NAME AND ADDRESS _____ _____ <small>(include Street, City, State, and Zip Code)</small>	SUPERVISOR'S NAME, TITLE, PHONE # _____ _____ _____
SALARY Initial \$ _____ Per _____ Final \$ _____ Per _____	TITLES OF JOBS HELD _____ _____	REASONS FOR LEAVING _____ _____

DESCRIBE WORK PERFORMED _____

DATES EMPLOYED Mo. Yr. From _____ To _____	COMPANY NAME AND ADDRESS _____ _____ <small>(include Street, City, State, and Zip Code)</small>	SUPERVISOR'S NAME, TITLE, PHONE # _____ _____ _____
SALARY Initial \$ _____ Per _____ Final \$ _____ Per _____	TITLES OF JOBS HELD _____ _____	REASONS FOR LEAVING _____ _____

Describe additional job-related experiences, volunteer work experiences, special skills, and training acquired which would be helpful in assessing your qualifications for employment consideration. _____

List professional and business organizations to which you belong. _____

If you are currently employed, may your employer be contacted at this time for a reference? ☐ Yes ☐ No

Have you ever been unemployed when you were not attending school full time? ☐ Yes ☐ No

If yes, give dates and reasons _____

What starting salary do you expect? \$ _____ Per _____

Give the names of three people who would be willing to provide an employment reference on your behalf.

NAME / PHONE NUMBER	ADDRESS (indicate street, city, state, and zip code)	OCCUPATION
() _____	_____	_____
() _____	_____	_____
() _____	_____	_____

I understand that the Village of Downs retains the sole right to determine terms and conditions of employment. No Trustee has the authority to enter into any employment agreement to the contrary.

I also understand that Federal law prohibits the Village of Downs from hiring persons who are not authorized to work in the United States. I represent that I will possess unrestricted employment authorization and will provide the Village of Downs with documents verifying my identity and employment eligibility if and when I am offered employment.

In addition, I understand that misrepresentations or false information on this application can result in discontinuation of employment consideration or, if I am employed, my discharge.

I authorize the Village of Downs to contact:

- My previous employers
- The schools I attended
- The personal references I have listed

to make any investigation of my personal, financial, and credit background necessary for the purpose of evaluating my qualifications for employment. This authorization and application for employment extends for six (6) months from today's date.

Date _____ Signature _____