



**VILLAGE OF MOUNT PROSPECT
 EMPLOYMENT APPLICATION**
 50 S. Emerson Street
 Mount Prospect, IL 60056
 Phone: 847.392.6000
 www.mountprospect.org

The Village of Mount Prospect is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, sexual orientation, political affiliation, or the presence of a non-job related medical condition or handicap or any other legally protected status.

Date: _____ Position Applied For: _____

Name: _____

Address: _____
Street City State Zip Code

Home Phone No.: _____ Cell Phone No. : _____ Work Phone No.: _____

E-Mail Address: _____

Are you known to the school references or job references given in this application by another name?

Yes No If yes, what name? _____

Have you ever filed an application or been employed here before?

Yes No If yes, what date(s)? _____

Are you legally eligible for employment in the United States? Yes No

Are you available to work: Full Time Part Time Temporary Shifts: 1st 2nd 3rd

If hired, on what date would you be available to begin working: _____

Are you at least 18 years of age or more (We comply with all child labor laws)? Yes No

Have you ever been convicted of any offense (traffic violation(s) included), including but not limited to court imposed supervision? The Village of Mount Prospect will not automatically reject an applicant who has been convicted. This information will only be used for job related purposes and only to the extent permitted by law.

Yes No

If yes, state date, place, nature of the conviction and disposition:

Job Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

In the past three years, have you ever used any narcotics, amphetamines or barbiturates, other than those prescribed to you by a physician and in accordance with the prescription?

Yes No If the answer is yes, please furnish details:

Are you currently on layoff subject to recall? Yes No

List job-related trade or professional organizations of which you are a member, including offices held:

Give name, address, phone numbers (home, work and cell phone) of three **professional** work references:

1.

2.

3.

List any relatives presently working with the Village of Mount Prospect:

EMPLOYMENT EXPERIENCE

May we contact your present employer? Yes No

List each job held. Start with your *present* or *last* job.

1. Employer: _____ From _____ to _____
 Address: _____ Work Performed: _____

 Phone: _____ Job Title: _____
 Supervisor: _____ Reason for Leaving: _____
 Ending Salary: _____

2. Employer: _____ From _____ to _____
 Address: _____ Work Performed: _____

 Phone: _____ Job Title: _____
 Supervisor: _____ Reason for Leaving: _____
 Ending Salary: _____

3. Employer: _____ From _____ to _____
 Address: _____ Work Performed: _____

 Phone: _____ Job Title: _____
 Supervisor: _____ Reason for Leaving: _____
 Ending Salary: _____

EDUCATION

	<i>High School</i>	<i>College/ University</i>	<i>Graduate/ Professional</i>
School Name:	_____	_____	_____
City/State:	_____	_____	_____

Last Year Completed (Circle): 9 10 11 12 1 2 3 4 1 2 3 4

Diploma/Degree: _____

Course of Study: _____

Describe special training, apprenticeship, skills and extra-curricular activities or any additional job-related information you feel may be helpful in considering your application:

AGREEMENT

I certify that the foregoing statements are true and complete. I understand that any misstatement or omission of fact shall be sufficient cause for denial of employment or summary dismissal at any time during my employment. I consent to investigation by the Village of Mount Prospect of all references and previous employers to secure additional information, including my disciplinary history, without further written notice to me, in order to arrive at an employment decision. I release from any and all liability all representatives of the Village of Mount Prospect for their acts performed in good faith in connection with evaluating my application, credentials, training and qualifications.

I understand that any offer of employment is contingent upon the satisfactory completion of a physical examination, drug and alcohol screening and investigation of my work record and references. I understand that if I am employed by the Village of Mount Prospect, my employment can be terminated by either the Village or myself at-will, with or without cause, and with or without notice, at any time.

I understand also that I am required to abide by all rules and regulations of the employer.

Date: _____ Signed: _____
Applicant

Answers to the following statement are voluntary and will not affect the evaluation of this application.

- I am applying in response to a(an):
- Advertisement (indicate source) _____
 - Friend/Relative/Employee _____
 - Walk-In
 - Village of Mount Prospect web site
 - Other (please specify) _____

For Departmental Use Only:

Interviewed by: _____ Reference Checks? Yes No

Employed? Yes No Starting Date: _____ Rate: _____

Job Title: _____ Shift: _____ Classification: P F T

Approved by: _____ Date: _____