



Village of Hampshire
Application for Employment

234 S. State Street
Hampshire, IL 60140
847-683-2181/Fax: 847-683-4915

All job applications will be retained for a period of two years following the date of receipt.

Date: _____

Position being applied for: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Cell Number: _____ Home/School Number: _____
Area Code + Number Area Code + Number

E-mail – Please Print Clearly: _____

Are you legally permitted to work in the United States? _____

Driver's License Number: _____ Class: _____ State: _____

How did you learn of this position? (Referral Source) _____

Are you related to any employee or elected official of the Village? Yes No

If yes, please state their name and relationship to you: _____

Have you ever worked for the Village of Hampshire? Yes No

If yes, when and for what department? _____

Education, Training and Experience

School	Name/Address	Course of Study	Circle Last Year Completed	Did you Graduate	List Diploma or Degree	
High School			9 10 11 12	<input type="checkbox"/> Yes		
			<input type="checkbox"/> No			
Colleges, Vocational or Business School and Other Higher Education			13 14 15 16	<input type="checkbox"/> Yes		
			<input type="checkbox"/> No			
				13 14 15 16	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No		
				13 14 15 16	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No		
				17+	<input type="checkbox"/> Yes	
				<input type="checkbox"/> No		

List any courses, seminary, workshops, training sessions, etc. that might relate to the type of work or position you are applying for:

Please list any other experiences or training that you feel may especially qualify you for employment with the Village:

Employment History

List your previous three (3) employers, including any Military service. Begin with your current or most recent employer.

Employer _____ Telephone _____ From _____
Month Year
Address _____ To _____
Month Year
Supervisor's Name and Title _____ Full Time _____
Part Time _____
Your Title _____ Hours per week: _____
Your Duties _____ Last Salary: _____

May we contact this employer?
Reason for leaving _____ Yes No

Employer _____ Telephone _____ From _____
Month Year
Address _____ To _____
Month Year
Supervisor's Name and Title _____ Full Time _____
Part Time _____
Your Title _____ Hours per week: _____
Your Duties _____ Last Salary: _____

May we contact this employer?
Reason for leaving _____ Yes No

Employer _____ Telephone _____ From _____
Month Year
Address _____ To _____
Month Year
Supervisor's Name and Title _____ Full Time _____
Part Time _____
Your Title _____ Hours per week: _____
Your Duties _____ Last Salary: _____

May we contact this employer?
Reason for leaving _____ Yes No

References

Please list three professional references below:

Name: _____ Years Known: _____

Phone: _____ Relationship: _____

Name: _____ Years Known: _____

Phone: _____ Relationship: _____

Name: _____ Years Known: _____

Phone: _____ Relationship: _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize the Police Department to furnish all information regarding any conviction listed under my name and release them from all liabilities whatsoever for furnishing any information concerning me. I understand that a post-offer medical examination, including a drug screen, will be required for this position. I further understand that any offer of employment or granting of employment made by the Village may be withdrawn or I may be discharged by the Village at their discretion, with or without cause, at any time should the Village determine that the withdrawal of the offer or dismissal is in their opinion in the best interests of the Village. In consideration of the Village reviewing and investigating this application I hereby waive, to the greatest extent permitted by law, any and all suits, claims, actions or demands in law, chancery or administrative proceeding and damages, costs, expenses, lost wages, lost income or lost opportunities which may result from the Village's withdrawal of any offer of employment.

The applicant understands that neither this document, nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Village of Hampshire.

Please note that applicants are not obligated to disclose sealed or expunged records of conviction or arrest. The Village, however, after it extends a conditional offer of employment, may have a criminal background check run and felony and other criminal convictions may be used in making a determination of final job offer as permitted by law.

I HAVE READ THIS APPLICANT'S STATEMENT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

Signature of Applicant

Date