



Incredibly Close ✧ Amazingly Open

EMPLOYMENT APPLICATION

VILLAGE OF MORTON GROVE APPLICATION FOR EMPLOYMENT

It is the policy of the Village of Morton Grove to comply with all Federal and State employment laws. The Village of Morton Grove is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, citizenship, mental status, physical or mental handicap, or disability, military status, unfavorable discharge from military services, or any other unlawful basis in the recruitment, selection, or employment of employees.

AVAILABILITY OF ACCOMMODATION

If you require any assistance or accommodation in the application or interview process, please contact Human Resources at (847) 663-3005.

PERSONAL INFORMATION (Please Print)

Name _____
Last First Middle

Current Address _____
Number/Street City State Zip

Permanent Address _____
Number/Street City State Zip

Phone Number (____) _____ Email _____

EMPLOYMENT DESIRED

Position for which you are applying: _____

Other positions for which you would like to be considered: _____

Earliest date you can start: _____ What is your desired salary: _____

How did you learn about this employment opportunity? If you were referred by someone, please provide their name: _____

Have you ever filed an application with the Village of Morton Grove?

YES ☐ NO ☐ Yes, give date of application: _____

Have you ever been employed by the Village of Morton Grove?

YES ☐ NO ☐ Yes, give dates of employment: _____

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EDUCATION

Please provide information below which satisfies the educational requirements for the position you are seeking, include technical or trade schools, beginning with high school:

Name of School	Major/Course of Study	Degree Earned

SPECIAL SKILLS

EMPLOYMENT HISTORY LAST 5 YEARS (USE ADDITIONAL SHEETS IF NECESSARY):

Are you currently employed?

YES ☐ NO ☐

May we contact your employer? YES ☐ NO ☐

Current or Most Recent Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES ☐ NO ☐

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Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES ☐ NO ☐

Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES ☐ NO ☐

Previous Employer

Name: _____ Type of Business: _____

Address: _____

Phone: _____ Job Title: _____

Name and Title of Supervisor: _____

Dates of Employment: _____ Full Time: _____ Part Time: _____

Reason for Leaving if Applicable: _____

May we Contact your Employer? YES ☐ NO ☐

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Have you ever been terminated or asked to resign from a previous employer?

YES ☐ NO ☐

If 'yes', please explain: _____

REFERENCES

Name of current/past Supervisor: _____ Phone: _____

Email: _____

Years known: _____ How do you know this person? _____

Name of current/past co-worker: _____ Phone: _____

Email: _____

Years known: _____ How do you know this person? _____

Name: _____ Phone: _____

Email: _____

Years known: _____ How do you know this person? _____

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APPLICANT CERTIFICATION

I hereby certified that the statement set forth in this application for employment are true, accurate, and complete to the best of my knowledge and understand that any misrepresentations or omissions of fact made by me on this application or in my interview(s) shall be sufficient cause for my disqualification for employment or termination of employment, if hired. I understand that this application and records provided become property of the Village of Morton Grove.

I hereby authorize the Village of Morton Grove to conduct work history and reference checks including information obtained through personal interviews with persons named as employers in references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 40/0.01 *et seq.*, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me. Further, I hereby release the officers, agents, employees, and directors of each of my current and past employers and the Village of Morton Grove its officers, agents, and employees, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance.

I understand that an offer of employment is contingent upon my satisfactorily completing and submitting the requisite I-9 form as required by the Village of Morton Grove and by Federal or State law.

Signature of Applicant

Date

Do Not Write in This Area – For Office Use Only

Received by: _____ Date received: _____

Application complete: ☐ YES ☐ NO Missing information: _____

DISCLOSURE, AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

This authorization and consent for release of personal information acknowledges that the Village of Morton Grove ("Village") and/or its agents, may now, or at any time while I am employed by the Village, conduct investigations with regard to me, whether the records are of a public, private or confidential nature. The investigation may be conducted by a consumer reporting agency or another outside service company engaged by the Village for this purpose and may concern information pertaining to my current and former employment, education, credit, general reputation, health, personal characteristics and mode of living. These investigations might include, but are not limited to: searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by me; workers' compensation reports; records from the U.S. Veterans Administration; criminal conviction information on file in local, state or federal agencies; motor vehicle records; and interviews of previous employers, co-workers, associates and other references.

I understand that this information will be used to determine work assignment or employment eligibility under the Village's employment policies. Therefore, I authorize and give consent for full release of records (either in oral or written form) to the authorized representatives of the Village. In addition, I release and discharge the Village and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the *Fair Credit Reporting Act*, 15 USC §1681, I am entitled to know whether employment was denied or another employment decision was based upon the information contained in a consumer report and to receive upon written request, a disclosure of such report. I further understand that if an investigative consumer report, which includes information obtained through personal interviews with previous employers, co-workers, associates and other references, is prepared with regard to me, I am entitled to be informed of the nature and scope of the investigation within five (5) days of my written request for same to the Village, or within five (5) days of the date the report was first requested by the Village, whichever is later.

After reading this document, I fully understand its contents and authorize the background verification.

Printed Name: _____

Signature

Date