

Have you ever worked for the Village of Hinsdale?

Yes No

If yes, when? _____

Department: _____

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

If yes, state the name and relationship to the employee: _____

EDUCATION AND TRAINING

School	Name/Address	Courses of Study	Circle Last Year Completed	Degree Earned (If yes, indicate degree)
High School			1 2 3 4	Yes No
College			1 2 3 4	Yes No
Post-College/ Vocational			1 2 3 4	Yes No
Other			1 2 3 4	Yes No

Skills and Qualifications - List special training, skills, licenses, and certificates relating to this position:

Technical Skills - List any skills/experience that relates to this position (software, heavy machinery etc.):

List any professional, trade, business or civic associations to which you belong (please exclude memberships that would reveal any protected status):

Please provide any other information you think would be helpful to the Village in considering you for employment:

EMPLOYMENT HISTORY – Please begin with your present or most recent employer and provide all the information requested.

Employer: _____ Phone Number: _____
Address: _____
Job Title: _____ Supervisor's Name: _____
Starting Date: _____ Ending Date: _____
Reason for Leaving: _____
Starting Salary: _____ Ending Salary: _____
Duties: _____
May we contact? Yes No

Employer: _____ Phone Number: _____
Address: _____
Job Title: _____ Supervisor's Name: _____
Starting Date: _____ Ending Date: _____
Reason for Leaving: _____
Starting Salary: _____ Ending Salary: _____
Duties: _____
May we contact? Yes No

Employer: _____ Phone Number: _____
Address: _____
Job Title: _____ Supervisor's Name: _____
Starting Date: _____ Ending Date: _____
Reason for Leaving: _____
Starting Salary: _____ Ending Salary: _____
Duties: _____
May we contact? Yes No

MILITARY SERVICE - Have you ever served or are you currently serving in the US Armed Forces or National Guard? Yes No

If yes, please provide dates of duty: _____

Type of Discharge: _____

PROFESSIONAL REFERENCES – Please list three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Address: _____ Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Address: _____ Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Address: _____ Phone Number: _____

PLEASE READ CAREFULLY

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that making false or incomplete statements on this application in any item or detail is grounds for disqualification from further consideration for employment, or for dismissal.

I understand that all candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam, drug screen, and background investigation. I authorize the investigation of all statements and information contained in this application. I release the Village of Hinsdale from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I agree to conform to the rules and regulations of the Village of Hinsdale, and understand that my employment and compensation are at-will and can be terminated at any time, with or without cause, and with or without notice, at the option of either the Village of Hinsdale or me. I further understand that no representative of the Village of Hinsdale, other than the Village Manager, has any authority to enter into any agreement with me for employment for any specified period of time.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

DATE: _____

**The Village of Hinsdale
Affirmative Action/Equal Opportunity Information
Voluntary**

TO ALL APPLICANTS:

The following information will be used solely in connection with the Village's affirmative action plan and to determine how effective our recruitment efforts are in reaching all segments of the population. The information is also used to test the validation of our selection and placement methods. The information will be kept confidential and used only in accordance with the American with Disabilities Act, 42 USC §§ 12101-17, 12201-13. Refusal to provide the requested information will not result in any adverse consideration or treatment of your application for employment. This sheet will immediately be separated from your application for employment and will be stored apart from any other files kept regarding you at the Village of Hinsdale.

Although providing this information is completely voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the selection and placement of employees.

1. Mr.
Ms.
Last Name: _____ First Name _____

2. Birth date: _____

3. Sex: ____ Male ____ Female

4. Of the following, to which racial/ethnic group do you consider yourself to belong:

<input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Black/African – American	<input type="checkbox"/> White
<input type="checkbox"/> Asian	<input type="checkbox"/> Other

5. What is the last level of education that you have completed (this includes training institutions)? _____

6. How did you learn about the position (please specify the name of the newspaper, magazine, website, if applicable).

7. Position applied for: _____