

Application For Employment



We are an Equal Opportunity Employer and committed to excellence through diversity.

Your Application and Background Disclosure Form documents must be fully completed to be considered. In addition to these documents, please upload your resume

When completing the Application, Voluntary Disclosure, and Application Background Disclosure form, please use your mouse and click feature to complete all required fields.

Personal Information (please provide Personal Information below)

Name				
Address		City	State	Zip Code
Phone Number (include area code)		Email Address		
Are you legally eligible to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you willing to submit to a background check as a condition of final offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		State	Driver's License Number Expiration Date / / MM D D YYYY	
Have you ever filed an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the answer to either is Yes, please provide dates: Application Date(s) _____ Other Employment Date(s) _____ Position(s) _____		
Are you related to anyone currently employed by the Village of Monee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If the answer is Yes, please provide name(s) and relationship(s): Name _____ Relationship(s) _____ Name _____ Relationship(s) _____		

Position (please provide Position information below)

Position you are applying for		Available Start Date	Desired Pay \$ <small>choose hourly or annually</small>
Employment Desired - check all that apply <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary			
Referral Source - check all that apply <input type="checkbox"/> Village Website <input type="checkbox"/> Village Employee <input type="checkbox"/> Indeed <input type="checkbox"/> Other			

Education

(please provide Education information below)

School Name	Location-City,State	# of Years attended	Degree received	Major

References - (provide 4 references other than immediate family members below)

Name	Title	Company	Phone Number (with Area Code)

Employment History

(please provide Employment History below)

Employer (1)	Job Title	Dates employed (drop down is available to select dates) mm/yyyy thru mm/yyyy	
Work Phone (with area code)	Reason for Leaving (if applicable)		
Address	City	State	Zip Code
Employer (2)	Job Title	Dates employed (drop down is available to select dates) mm/yyyy thru mm/yyyy	
Work Phone (with area code)	Reason for Leaving (if applicable)		
Address	City	State	Zip Code
Employer (3)	Job Title	Dates employed (drop down is available to select dates) mm/yyyy thru mm/yyyy	
Work Phone (with area code)	Reason for Leaving (if applicable)		
Address	City	State	Zip Code
Employer (4)	Job Title	Dates employed (drop down is available to select dates) mm/yyyy thru mm/yyyy	
Work Phone (with area code)	Reason for Leaving (if applicable)		
Address	City	State	Zip Code
Employer (5)	Job Title	Dates employed (drop down is available to select dates) mm/yyyy thru mm/yyyy	
Work Phone (with area code)	Reason for Leaving (if applicable)		
Address	City	State	Zip Code

Signature Disclaimer

(please provide Signature Disclaimer below)

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or interview may result in being disqualified for consideration for employment or my employment being terminated, if hired.

Name (please print)

Date

Signature



Equal Opportunity (EEO-1)
Self Identification Form

The Village of Monee invites you to self-identify gender, race/ethnicity or disability. Completion of this data is VOLUNTARY and will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will kept separate from all other personnel records only accessed by Human Resources.

Name: _____

Date: _____

Social Security Number: _____ - _____ - _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. Mark only one selection for Gender, Race/Ethnicity and Disability:

What is your Gender? Male Female I choose not to self-indentify

What is your race/ethnicity? Please mark the box(es) that describes the race/ethnicity category with which you primarily identify

American Indian or Alaska Native: A person having origins in any of the original people of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, but not limited to Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black/African American: A person having origins in any of the black racial groups of Africa. Not of Hispanic origin.

Caucasian/White: A person having origins of the original people of Europe, North Africa or the Middle East. Not of Hispanic origin.

Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Native Hawaiian/Other Pacific Islands: A person having origins of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Disability

Yes

No



Application Background Disclosure Form
Consent to Perform Criminal History Background Check

Date: _____ Driver's License # _____ State Issued: _____

Last Name First Name Middle Initial

Maiden and/or Other Last Names Used

Current Address City and County State and Zip Code

Date of Birth (mm/dd/yyyy) Social Security Number

This authorization and consent for release of personal information acknowledges that: The Village of Monee, (hereafter referred to as "Village") and/or its agent, Village of Monee Police Department, may now, or at a time I am assigned to, appointed, volunteer with or am employed by this Village, conduct investigation whether the records are of a public, private or confidential nature. 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 or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Village of Monee Police Department, the following information and/or copies of documents from military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the Village's employment, assignment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the Village. In addition, I release and discharge the Village and its agent 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 Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer who has authorized the Village of Monee Police Department, 5357 W. Main Street, Monee, IL 60449 at telephone number (708) 534-8321 to conduct the same. After reading this document, I fully understand its contents and authorize the background verification.

I understand Illinois law required the Village to give me a copy of any report requested within seven (7) days of the date the information was obtained.

The following are my responses to questions regarding my criminal history (if any) with explanations to any question with a YES answer:

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense (Excluding minor traffic violations)?

Yes No

If YES, please provide an explanation below

2. Have you ever received a suspended sentence or similar disposition for any federal, state or municipal criminal offense?

Yes No

If YES, please provide an explanation below

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?

Yes No

If YES, please provide an explanation below

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

Yes No

If YES, please provide an explanation below

5. As of the date of this authorization, do you have any pending criminal charges against you?

Yes No

If YES, please provide an explanation below

