



VILLAGE OF LENA

122 E Main St, PO Box 607

Lena IL 61048-0607

Phone 815/369-4016 Fax 815/369-2817

Application for Employment

Personal Information:

Name: _____
First Middle Last

Address: _____

Phone Number: _____ Driver's License Number: _____

Email Address: _____

Are you legally eligible to work in the United States? ___ Yes ___ No

Position Applying For:

Title: _____ Salary Desired: _____

Referred By: _____ Date Available: _____

Education:

High School: _____

City: _____ State: _____ () Diploma () GED () Other

Business or Technical School: _____ Major/Degree: _____

Undergraduate College: _____ Major/Degree: _____

Graduate School: _____ Major/Degree: _____

References:

Please list the name, address, and phone number of three persons not related to you, whom you have known for at least one year.

Name: _____ Phone Number: _____

Address: _____ Years Acquainted: _____

Name: _____ Phone Number: _____

Address: _____ Years Acquainted: _____

Name: _____ Phone Number: _____

Address: _____ Years Acquainted: _____

Please describe any extracurricular activities or volunteer work: _____

Employment Information:

Company Name: _____ Phone Number: _____

Address: _____

Dates Employed (Month/Year): _____ to _____

Name of Supervisor: _____ Job Title: _____

Job Duties: _____

Reason for Leaving: _____

Starting Wage: _____ Ending Wage: _____

Company Name: _____ Phone Number: _____

Address: _____

Dates Employed (Month/Year): _____ to _____

Name of Supervisor: _____ Job Title: _____

Job Duties: _____

Reason for Leaving: _____

Starting Wage: _____ Ending Wage: _____

Company Name: _____ Phone Number: _____

Address: _____

Dates Employed (Month/Year): _____ to _____

Name of Supervisor: _____ Job Title: _____

Job Duties: _____

Reason for Leaving: _____

Starting Wage: _____ Ending Wage: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application may result in termination.

I authorize investigation of all statements contained in this application for employment as it may be necessary in arriving at employment decision. I understand that I am to abide by all rules and regulations of the company.

Applicant Signature

Date

APPLICANT'S STATEMENT

Please Read Carefully! **This Statement Contains Notices, Consents and Waivers.**

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

In consideration for being considered for employment, I hereby consent to having the Village of Lena, and/or its agents, independent contractors, or employees, contact anyone it deems appropriate to investigate or verify any information I have given in this application or during any interview, or to discuss my background, past performance, or my suitability for employment. I further consent to being discussed by any person so contacted, and I waive all rights to bring any action for defamation, invasion of privacy or any similar cause against any person based upon such disclosures or communications.

In further consideration for being considered for employment, I hereby represent that I understand that the Village of Lena, and/or its agents, independent contractors, or employees may do a criminal history or background check and/or obtain a credit report as part of the application process but that any information obtained will be used only to the extent permitted by law in determining my suitability for employment.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

If I am given offered employment, in consideration of such employment, I agree to conform to the rules, regulations and guidelines of the Village of Lena. I understand that my employment will be "at will" meaning my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Village of Lena or myself. I understand that no elected official, officer or employee of the Village of Lena, other than the Village President acting with the authority of the Board of Trustees of the Village of Lena, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and the Village President may do so only by a written contract signed by him/her.

If I am offered and accept employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date