



# Village of Williamsville

## Employment Application

**Thank you for your interest in employment with the Village of Williamsville. Please print in ink or type. All information pertinent to your background should be included.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (St., City, State, Zip Code): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Are You At Least 17?  Yes  No

Applying For:  Full-Time  Part-Time  Summer Date Available: \_\_\_\_\_

If part-time or summer, what days and hours are you available to work?

Days (Please Circle): Mon. Tues. Wed. Thurs. Fri. Sat. Sun. Hours: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Salary Expected: \_\_\_\_\_

Have you previously been employed by the Village of Williamsville?  Yes  No

*If yes, please describe what position you held, date started and ended, name of supervisor, and reason for leaving*

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### **EDUCATION AND EXPERIENCE**

Please check skills/equipment operated:

- Microsoft Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Fax Machine
- Copier
- Calculator
- Backhoe
- Snow Plow
- Riding Mower

- Trimmer
- Chain Saw
- Dump Truck
- Power Tools
- Hand Tools
- CDL License

Please list other skills or training:

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*(Flip page over to complete application→)*

	School Name & Location	Dates	Graduation Date	Major	Degree Received
High School					
College or University					
Graduate School					
Other					

### Employment History

Provide a complete description of your work experience. Indicate any changes in position under the same employer. Begin with your most recent employer.

Employer	Address	Job Title
Name and Phone Number of Supervisor	Dates of Employment	Reason for Leaving

Responsibilities and Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer	Address	Job Title
Name and Phone Number of Supervisor	Dates of Employment	Reason for Leaving

Responsibilities and Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer	Address	Job Title
Name and Phone Number of Supervisor	Dates of Employment	Reason for Leaving

Responsibilities and Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_

Employer	Address	Job Title
Name and Phone Number of Supervisor	Dates of Employment	Reason for Leaving

Responsibilities and Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_

**Equal Opportunity Statement:**

*The Village of Williamsville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, handicap, physical condition, arrest or conviction received, age or any other area as prescribed below.*

**Confidentiality:**

*I hereby request that this application be kept confidential to the degree allowed under Illinois Statutes. I understand, however, that this application may be an open record under Illinois laws and subject to public inspection.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I authorize the investigation of my personal character or employment record, and I hereby release all persons providing this information from any liability or damages. Photocopies of release are acceptable. I certify that all answers to questions in this application are true and I agree that my misstatements or omissions of material fact will cause forfeiture on my part of all rights to any employment in the Village service. The Village of Williamsville has a policy of pre-employment drug screening. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ATTACH RESUME**