

The Village of Northfield

361 Happ Road
Northfield, IL 60093
(847) 446-9200

Employment Application

The Village of Northfield is an equal opportunity employer and provides equal employment and advancement opportunities for all qualified applicants regardless of race, color, sex, national origin, age, religion, disability, marital status, sexual orientation, or other legally protected classification.

Personal Information

Name: _____ Date: _____

Address: _____

Phone number: _____ Email: _____

Other names you have used: _____

Position applying for: _____

Available start date: _____ Hourly rate/salary desired: _____

Are you currently employed? _____ May we contact your present employer? _____

Are you eligible to work in the U.S.? Yes No

Are you at least 18 years of age or older? Yes No

Are you able to perform the essential functions
of the job for which you are applying, with or
without reasonable accommodation? Yes No

Have you ever been terminated from employment
or asked to resign by an employer? Yes No

If you selected yes, please provide employer name and details: _____

Referral Source

Have you ever worked for the Village of Northfield? _____

If yes, please specify which position and when: _____

How did you hear of this position? _____

Education

Education	Name of school, location	Number of years attended	Degree received	Subjects studied/major
High school				
College or university				
College or university				
Trade school/other				

Employment History

List your employment history for the last 10 years. Begin with your most recent employer and list in reverse chronological order, including periods of unemployment. You may attach additional sheets as necessary.

Employer: _____

Job title: _____ Dates of employment from: _____ to _____

Address: _____

Supervisor: _____ Phone number: _____

Reason for leaving: _____

Briefly describe the natures and duties of your position: _____

Employer: _____

Job title: _____ Dates of employment from: _____ to _____

Address: _____

Supervisor: _____ Phone number: _____

Reason for leaving: _____

Briefly describe the natures and duties of your position: _____

Employment History Continued

Employer: _____

Job title: _____ Dates of employment from: _____ to _____

Address: _____

Supervisor: _____ Phone number: _____

Reason for leaving: _____

Briefly describe the natures and duties of your position: _____

Employer: _____

Job title: _____ Dates of employment from: _____ to _____

Address: _____

Supervisor: _____ Phone number: _____

Reason for leaving: _____

Briefly describe the natures and duties of your position: _____

References

List three persons, not related to you, whom you have known at least three years.

Name: _____ Phone number: _____

Company: _____ Years acquainted: _____

Name: _____ Phone number: _____

Company: _____ Years acquainted: _____

Name: _____ Phone number: _____

Company: _____ Years acquainted: _____

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, on my resume, during interviews or any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand that the Village of Northfield shall not be liable in any respect if my employment is so denied or terminated.

I authorize the Village of Northfield to contact the references listed above, any former schools, contacts, and employers, to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability from any damage that may result from furnishing same to you.

Signature of applicant: _____ Date: _____

You may email or mail this signed and completed application to:

Village of Northfield
361 Happ Road
Northfield, IL 60093
mdefeo@northfieldil.org

Please note applications are only accepted for positions that are currently available. If you have questions, or need assistance please contact the Village of Northfield at (847) 784-3554.

The Village of Northfield is an Equal Opportunity Employer.