



Village Of Smithton  
101 S. Main Street  
Smithton, IL 62285  
(618)233-4180

# Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_

(Last)

(First)

(Middle)

Address: \_\_\_\_\_

(Street)

(City)

(State)

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

State / Drivers License No. \_\_\_\_\_

Position applied for: \_\_\_\_\_

How did you learn about this position: \_\_\_\_\_

Name and relationship of any relative employed with the Village: \_\_\_\_\_

Are you currently employed: \_\_\_\_\_ Date available: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Have you been shown a copy of the job description: \_\_\_\_\_ Can you perform the essential functions as described: \_\_\_\_\_

Are you willing to work overtime if required: \_\_\_\_\_ Are you willing to work evenings or weekends if required: \_\_\_\_\_

Have you ever been convicted of a felony: \_\_\_\_\_ If yes, describe conditions: \_\_\_\_\_

## EDUCATION

High School: \_\_\_\_\_ Did you graduate: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State)

College: \_\_\_\_\_ Did you graduate: \_\_\_\_\_ Year: \_\_\_\_\_

Degree: \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State)

College: \_\_\_\_\_ Did you graduate: \_\_\_\_\_ Year: \_\_\_\_\_

Degree: \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State)

**PREVIOUS EMPLOYMENT**

*Starting with your most recent employer, list your past employment. Please include military assignments and volunteer activities.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer: \_\_\_\_\_ Supervisor's contact number: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer: \_\_\_\_\_ Supervisor's contact number: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact employer: \_\_\_\_\_ Supervisor's contact number: \_\_\_\_\_

**REFERENCES**

Please list three references other than relatives.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State)

**APPLICANT'S ACKNOWLEDGEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Village of Smithton to make an investigation of any of the facts set forth in this application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_