



APPLICATION FOR EMPLOYMENT

Village of Tilton | Public Works Department

APPLICANT IDENTIFICATION

Name: _____

Date of Submission: _____

EMPLOYMENT CLASSIFICATION

Please select the status for which you are applying:

FULL-TIME > *(Seeking permanent, year-round employment with the Village)*

PART-TIME / SEASONAL > *(Seeking temporary, summer, or project-based employment)*



VILLAGE OF TILTON PUBLIC WORKS DEPARTMENT

APPLICATION FOR EMPLOYMENT

SUBMIT TO: Village of Tilton
1001 Tilton Road
Tilton, Illinois 61833
Attn: Public Works

INSTRUCTIONS: Please Print or Type. Notarize Signature is required on last page. Applicant may attach resume and/or other documentation in support of the application. All documents should be on a letter size paper (8 1/2" x 11") and should read from the top or left side. Staple the completed application and all documents in the upper left-hand corner. Do not use binder, folder or presentation cover.

Applicant's name: _____
 First Name **Middle** **Last Name** **Previous Last Names**

Present
Address: _____
 Number and Street **Apt/ Unit Number** **City** **State** **Zip Code**

Telephone: (____) _____ Work/Daytime: (____) _____

Email Address: _____

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

It is the policy of the Village of Tilton that all persons are entitled to equal employment opportunities, and therefore, the Village does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex or physical or mental handicap unrelated to ability, provided the employee or applicant is qualified and meets the physical requirements and regulations of the job.

RESIDENCY REQUIREMENT

All Employees shall be required to reside within Vermilion County within 16 miles from the Village of Tilton Corporate boundaries.

VILLAGE OF TILTON PUBLIC WORKS DEPT.

QUESTIONNAIRE

ELIGIBILITY QUESTIONS FOR APPLICANTS

The following questions relate to the basic requirements for the position::

Yes No Do you currently reside within the residency requirements?

Yes No If not, are you willing to move in order to satisfy the residency requirements?

Yes No Do you have a High School diploma or the equivalent of a High School diploma?

Yes No Are you a citizen of the United States of America?

Yes No Have you ever been convicted of a felony or a crime involving moral turpitude?

GENERAL QUESTIONS FOR APPLICANTS

Yes No Are you presently or have you ever been an employee of the Village of Tilton?
If yes, which department: _____ When: _____?

Yes No Do you hold a valid vehicle operator's license? Class: ___ State: ___ Lic. Number: _____

Yes No Do you hold any technical or professional licenses? List type and issuing State: _____

Other Training/Skills:

VILLAGE OF TILTON PUBLIC WORKS DEPT.

BACKGROUND VERIFICATION FORM 1

Personal Information

First Name	Middle	Last Name		
Current Address			From:	To:
Previous Address			From:	To:
Social Security#			Date of Birth:	
Gender			Phone:	
Driver's License#			State:	
Email Address			Other:	

Employment History (PAST 5 EMPLOYERS IF APPLICABLE AND EXPLAIN ANY GAPS OF EMPLOYMENT)

Company/Employer Name	Dates of Employment	Position/Title	Employer City & State	Supervisor Contact Name & Number
1.				
Reason for leaving or still employed?				
2.				
Reason for leaving or still employed?				
3.				
Reason for leaving or still employed?				
4.				
Reason for leaving or still employed?				
5.				
Reason for leaving or still employed?				

BACKGROUND VERIFICATION FORM 2

Qualification/ Education

Institute/School Name	Dates Attended: (MM/YY-MM/YY)	Institute/School Phone	City/State	Degree Earned	Major

PROFESSIONAL LICENSES (including BAR affiliation)

Type of License:	License#	State
Type of License:	License#	State

Personal References

Name	Address	Phone Number	Years Known	Relationship
1.				
2.				
3.				
4.				
5.				
6.				

VILLAGE OF TILTON PUBLIC WORKS DEPT.

APPLICATION/EMPLOYMENT AGREEMENT

ATTENTION: APPLICANTS MUST READ THE FOLLOWING STATEMENT BEFORE SIGNING THIS APPLICATION

I hereby certify and affirm that this application contains no misrepresentations of falsifications, omissions or concealments of material fact, and that the information given by me is true and complete to the best of my knowledge. I am aware that statements made by me on this application are subject to later investigation and verification. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission or concealment of material fact, my application may be rejected and my application may be voided and not be accepted for consideration for employment with the Village of Tilton. If I am already employed by the Village of Tilton, I may be dismissed from my position.

(Signature of Applicant)

Date: _____

NOTARY

Sworn before me this _____ day of _____ 20 _____

(SEAL)

Notary Public

VILLAGE OF TILTON PUBLIC WORKS DEPT.

RELEASE OF PERSONAL INFORMATION

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION for use by the VILLAGE OF TILTON, ILLINOIS

I, _____, do hereby authorize a review and full disclosure of all records
(Print full name, including Maiden Name if applicable)
Concerning myself to the Village of Tilton and any said agents of the Village of Tilton whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of employment; law enforcement agencies; educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); other financial statements or records wherever filed; medical and psychiatric treatments and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Village of Tilton, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Village of Tilton and all agents of or working for the Village of Tilton, Illinois from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the Village of Tilton.

A photocopy of this release form will be as a valid as original thereof, even through the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

(Signature of Applicant-Full Name as Printed Above)

Address: _____

City, State, Zip: _____

Date of Birth: _____

Social Security Number: _____

NOTARY

Sworn before me this _____ day of _____ 20____

Notary Public (Signature)

(SEAL)

VILLAGE OF TILTON PUBLIC WORKS DEPT.

APPLICANT DATA RECORD

All applicants and employees are treated without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position(s) Applied for: _____

Referral Source: ___Newspaper ___Radio ___Postcard ___Walk-in ___Village of Tilton Website/Social Media
___Friend/Relative ___Agency/Recruiter ___Other: _____

Name _____ Phone (____) _____
Last First Middle Area Code

Address _____
Number Street City State Zip Code

Affirmative Action Information

Government agencies require periodic reports on gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submissions of information is voluntary.

Gender: ___Male ___Female

Race/Ethnic Group:

- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Not Hispanic or Latino
- Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

Veteran Status:

Have you ever served in the United States military, armed forces, or uniformed services? Yes ___ No ___

Do you have any ongoing military obligations, such as Reserve or National Guard duty, that would require time away from work? Yes ___ No ___