



Village of River Forest  
 400 Park Avenue  
 River Forest, Illinois 60305  
 www.vrf.us

(Revised 7/29/2019)

## APPLICATION FOR EMPLOYMENT

It is the policy of the Village of River Forest to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin or disability or any other legally protected status in accordance with the requirements of local, state and federal law.

Please complete all blanks or indicate "not applicable." Incomplete applications may be subject to rejection. Do not substitute a resume in place of completing any part of this application.

CONTACT INFORMATION	
Name (First, MI, Last):	Date of Application:
Current Address (include Street, City, State, and Zip Code)	Home Phone:
	Work Phone:
	Email Address:

BACKGROUND INFORMATION	
Title of Position for which you are applying:	
Are you seeking (check appropriate):	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
Date available:	Expected minimum salary:
How were you referred to the Village of River Forest?	
Are you at least 18 years of age?    Yes    No	Are you legally eligible for employment in the U.S.?    Yes    No
Do you have a valid driver's license?    Yes    No	What class is your license? _____ Issuing State? _____
Have you been convicted of any violations of the law since your 18 <sup>th</sup> birthday? (Do not include violations for which you were fined \$100 or less. You are not required to disclose records of arrests or convictions that have been sealed or are erased by pardon or expungement, including juvenile records of adjudication or arrest)    Yes    No	
If you answered yes to the above, please explain: Conviction of a violation of the law is not an automatic bar to employment. Each case will be considered on its own merits. Further, applicants may opt not to provide this information until later in the application process.	
Were you previously employed by the Village of River Forest?    Yes    No	
If yes, what Department?	Date of employment? From _____ to _____
Under what name were you employed?	



EDUCATION								
Name of school attended & location (include Address, City and State)	Course of Study:	Check last year completed:				Did you graduate?		List degree received:
High School:		1	2	3	4	Yes	No	
College/ University:		1	2	3	4	Yes	No	
Graduate School:		1	2	3	4	Yes	No	
Other (Specify):		1	2	3	4	Yes	No	

ADDITIONAL JOB-RELATED QUALIFICATIONS
Do you hold any certifications and/or licenses?    Yes                      No
If you answered yes to the above, please list:
Please use the space below to summarize any special job-related qualifications, training, computer skills, and/or experience which you feel should be considered in reviewing your application.



EMPLOYMENT HISTORY			
Are you presently employed?	Yes	No	If yes, may we contact your employer?
			Yes No

List your present or most recent employer first. A résumé will not substitute for completion of this portion of your application.

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Reason for leaving:

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Reason for leaving:

Employer:	Address:
Telephone:	Your title:
Supervisor:	Supervisor's title:
Description of duties:	
Employed from _____ to _____ (mo/yr) (mo/yr)	Reason for leaving:



PROFESSIONAL REFERENCES

Please provide three (3) individuals who are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	

Name:	Telephone number:
Company:	Years known:
Business relationship:	



Please read carefully:

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that falsified statements or omission of facts on this application shall be considered sufficient cause for cancellation of my application or termination of employment.

I understand and agree that the Village of River Forest is hereby authorized to make inquiries concerning my character, employment record and other matters concerning my possible employment. I further understand that such inquiries will include checking police records for convictions, other than expunged juvenile records. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

I understand the filing of this application or participation in an interview in no way constitutes an employment contract between the Village of River Forest and me. I acknowledge the right of the Village of River Forest to make changes in policy and benefits, where such policy or benefits are not specified or covered by contract, without notice and I understand that only written conditions as contained in an offer made to me by an authorized official will be honored by this organization.

I understand that any offer of employment, approved by the Village Administrator, either verbal or written, is conditional upon the satisfactory completion of a drug screen and physical exam. Should I become employed, I agree to conform to all rules and regulations of the Village of River Forest. I understand that my employment with the Village will be at-will and that I have the right to terminate my employment at any time and the Village of River Forest retains the same right unless otherwise provided in a collective bargaining agreement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Village of River Forest is an  
**EQUAL OPPORTUNITY EMPLOYER**