



Village of Sandoval
EMPLOYMENT APPLICATION

City Hall, 102 N. Cherry, Sandoval, Illinois, 62882, 618-247-3845

Instructions

We welcome you as an applicant for employment. You will be considered for the position(s) indicated on this application. It is the policy and intent of the Village of Sandoval to provide equal opportunity in employment to all persons regardless of race, color, gender, age, religion, national origin, ancestry, sexual orientation, place of residence, political affiliation, disability status, veteran status, marital status, gender identity or expression, pregnancy or any other protected group status (except when gender, age, or physical ability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all types of full-time, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal, confidential, and used only in conjunction with your possible employment with the Village of Sandoval. The Village of Sandoval complies with the Americans with Disabilities Act and any other similar applicable laws. If you are an individual with a disability and need accommodation as part of the application process (or any other accommodation), please contact City Hall.

Please identify the position(s) you are applying for. Only applications for current job openings will be accepted.

Availability to work. [ ] Full-time
Please mark all that apply. [ ] Part-time Date Available To Start \_\_\_\_\_
[ ] Seasonal

GENERAL INFORMATION (PLEASE PRINT)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I. \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you legally authorized to work in the United States? [ ] Yes [ ] No

Are you at least 18 years of age? [ ] Yes [ ] No

Have you ever worked for the Village of Sandoval? [ ] Yes [ ] No If yes, date(s) and position(s): \_\_\_\_\_

Are you related to an employee of the Village of Sandoval or an elected official? [ ] Yes [ ] No

If yes, name and relationship to you: \_\_\_\_\_

If applicable to the position, please answer the next two questions.

Do you have a valid driver's license? [ ] Yes [ ] No

Do you have a valid CDL? [ ] Yes [ ] No

Education

Table with 4 columns: Type of School, Name, City, State, Major, Degree Earned. Rows include High School, College, Technical School, and Other.

If you are not a high school graduate, do you have a GED? [ ] Yes [ ] No

**EMPLOYMENT HISTORY**

Begin with your most recent employment and work background, accounting for all time worked during the past ten years. In addition, list any other job-related work experience, including military experience, that may be relevant to the position you are applying for. Attach an additional page if necessary.

<b>Employer:</b>		<b>Address:</b>		
<b>Supervisor and Title:</b>				<b>Phone Number:</b>
<b>Your title:</b>		<b>Dates of Employment:</b>	<b>From:</b>	<b>To:</b>
<b>Duties:</b>				
		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
<b>Reason for leaving:</b>				
<b>Employer:</b>		<b>Address:</b>		
<b>Supervisor and Title:</b>				<b>Phone Number:</b>
<b>Your title:</b>		<b>Dates of Employment:</b>	<b>From:</b>	<b>To:</b>
<b>Duties:</b>				
		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
<b>Reason for leaving:</b>				
<b>Employer:</b>		<b>Address:</b>		
<b>Supervisor and Title:</b>				<b>Phone Number:</b>
<b>Your title:</b>		<b>Dates of Employment:</b>	<b>From:</b>	<b>To:</b>
<b>Duties:</b>				
		<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
<b>Reason for leaving:</b>				
YOU MAY ATTACH YOUR OWN ADDITIONAL PAGES IF NECESSARY				

**PROFESSIONAL REFERENCES**

If Possible, please provide three (3) professional/business references who are familiar with your work history and experience.

<b>Name:</b>		<b>Organization:</b>		
<b>Relationship:</b>		<b>Years Known:</b>		<b>Phone Number:</b>
<b>Name:</b>		<b>Organization:</b>		
<b>Relationship:</b>		<b>Years Known:</b>		<b>Phone Number:</b>
<b>Name:</b>		<b>Organization:</b>		
<b>Relationship:</b>		<b>Years Known:</b>		<b>Phone Number:</b>

**READ CAREFULLY BEFORE SIGNING**

I hereby certify that all answers to the questions herein are true, accurate, and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations, and/or omissions of facts contained in this application (or any other supplemental documentation) may cause the rejection of this application or termination of employment without notice and/or benefits regardless of how or when discovered. I release the Village of Sandoval from any and all liability that might result from conducting a background investigation and understand that I am not obligated to disclose expunged juvenile records of adjudication or arrest. I also release from liability anyone supplying information pursuant to such investigation.

Print Name: \_\_\_\_\_

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