



# Application for Employment

Please return to:  
Employee Relations Department, Village of Carol Stream  
500 N. Gary Avenue, Carol Stream, IL 60188

Date Received:

By:

## Confidentiality

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Carol Stream. Please furnish us with complete information as outlined in this application. You're are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying. **All information must be filled out completely.**

Title / Type of Work Applied for **A.** \_\_\_\_\_ **B.** \_\_\_\_\_

Regular  Part-Time  Summer  Temporary

### PERSONAL INFORMATION

Last Name	First Name	MI	Social Security Number		
Permanent Address		City	State	Zip Code	
Phone Number	Email Address	Driver's License No., State & Type of License			

### EDUCATIONAL INFORMATION

School	Name and Mailing Address	Did You Graduate?	No. Qtr. Credit	No. Sem. Credit	Degree	Major
High School						
College / University						
Graduate						
Technical						
Other						

List any correspondence courses, seminars, workshops, training sessions, etc. that might relate to this position:


### CONVICTION INFORMATION

**Note: The Village of Carol Stream will not automatically reject an applicant who has been convicted of a crime. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.**

Have you ever been convicted as an adult for a criminal violation? Yes \_\_\_\_\_ No \_\_\_\_\_

If So, Date and Place	Nature of Offense	Disposition
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Are you related to anyone currently working as an employee of the Village of Carol Stream? Yes \_\_\_\_\_ No \_\_\_\_\_ If So, Whom? \_\_\_\_\_

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## EMPLOYMENT HISTORY

Employer's Name		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Employment Dates From _____ To _____		Last Salary	Full Time _____ Part Time _____	Reason for pursuing other employment

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Employment Dates From _____ To _____		Last Salary	Full Time _____ Part Time _____	Reason for pursuing other employment

## UNSALARIED EXPERIENCE

Volunteer Organization		Mailing Address		Phone
Position Held		Duties Performed		Immediate Supervisor
Dates of Participation From _____ To _____		Hours per Week	Skills Learned	

List any other skills or experience which relate to this position:

**REFERENCES:** Give below the names of 3 persons not related to you, whom you have known at least one year.

Name	Address	Phone #	Relationship

Employees hired are subject to satisfactory completion of employment physical and probationary period before obtaining regular status.

I HEREBY CERTIFY THAT ALL ANSWERS TO THE ABOVE QUESTIONS ARE TRUE AND I AGREE AND UNDERSTAND THAT ANY FALSE STATEMENTS CONTAINED IN THIS APPLICATION MAY CAUSE REJECTION OF THIS APPLICATION OR TERMINATION OF EMPLOYMENT.

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

### Equal Opportunity Employer

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the Village of Carol Stream to provide equality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion national origin, place of residence, political affiliation, marital status, physical or mental disability, sexual orientation, sex, or age (except when sex, age or disability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all phases of full, part-time, temporary and seasonal employment.