



# APPLICATION FOR EMPLOYMENT

1 Illinois Boulevard  
Hoffman Estates, Illinois 60169

It is the policy of the Township of Schaumburg to maintain and promote equal opportunity. In all phases of recruitment and employment, decisions will be based on merit without discrimination on the basis of race, color, national origin, religion, gender, age, disability or political affiliation.

**\*\*\*Incomplete applications may be subject to rejection. Please complete all blanks or indicate "not applicable."\*\*\***

**PLEASE PRINT IN INK**

<b>Name</b> (As it appears on your Social Security Card / Work Permit Card):		<b>Date</b>
<b>Address:</b> Street:		<b>Telephone Numbers:</b> Home:
City, State, Zip:		Other:
<b>Email address:</b>		
<b>Position you are applying for:</b>		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
Salary Desired: \$ _____ per _____		Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date available:		Date available:
Referred by:		Are you lawfully permitted to become employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility shall be required within three (3) days of the date hired.)
Were you previously employed by the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what department? _____ Dates of employment? _____		
Have you previously applied to the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No When? _____		
Do you have any relatives working for the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Relation: _____		
<b>If applying for a position which requires driving a vehicle, please provide the following information:</b>		
I have a valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No I have a CDL with a "P" Endorsement <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Criminal convictions are not an absolute bar to employment. If the answer to the preceding questions was "Yes," please provide details below:		
_____ _____ _____		
(Applicant is not required to reveal sealed or expunged criminal records.)		

## EDUCATION INFORMATION:

NAME & LOCATION	# OF YEARS COMPLETED	COURSES/AREAS OF STUDY	DIPLOMA / DEGREE / CERTIFICATE
High School			
College/University			
College/University			
Graduate School			
Trade School/Other			
Trade School/Other			
Please list below any special job-related skills, training, experience, licenses, or certificates you possess.			
_____ _____ _____			

**EMPLOYMENT HISTORY:**

THIS PORTION OF THE APPLICATION MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME.

List names of employers in consecutive order with present or last employer listed first.

FROM:	/	TO	/	YOUR POSITION:		YOUR SUPERVISOR
EMPLOYER						
ADDRESS						
PHONE				TYPE OF BUSINESS		
REASON FOR LEAVING						
BASE SALARY	\$	START	\$	FINAL	OTHER COMPENSATION, BONUSES	\$
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:						

FROM:	/	TO	/	YOUR POSITION:		YOUR SUPERVISOR
EMPLOYER						
ADDRESS						
PHONE				TYPE OF BUSINESS		
REASON FOR LEAVING						
BASE SALARY	\$	START	\$	FINAL	OTHER COMPENSATION, BONUSES	\$
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:						

FROM:	/	TO	/	YOUR POSITION:		YOUR SUPERVISOR
EMPLOYER						
ADDRESS						
PHONE				TYPE OF BUSINESS		
REASON FOR LEAVING						
BASE SALARY	\$	START	\$	FINAL	OTHER COMPENSATION, BONUSES	\$
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:						

FROM:	/	TO	/	YOUR POSITION:		YOUR SUPERVISOR
EMPLOYER						
ADDRESS						
PHONE				TYPE OF BUSINESS		
REASON FOR LEAVING						
BASE SALARY	\$	START	\$	FINAL	OTHER COMPENSATION, BONUSES	\$
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:						

**EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY**

Please explain any gaps in employment history if any:

(Attach additional page if necessary)

**PERSONAL REFERENCES**

Please provide three (3) individuals who you have been associated with for three (3) or more years, other than relatives, who can attest to your character or fitness for the position you are applying.

Name	Phone #
Address	
Relationship:	
# of Years Known:	

Name	Phone #
Address	
Relationship:	
# of Years Known:	

Name	Phone #
Address	
Relationship:	
# of Years Known:	

**AUTHORIZATION AND AGREEMENT**

I HEREBY AUTHORIZE YOU TO CONTACT: **MY PRESENT EMPLOYER**  YES  NO **MY PAST EMPLOYERS**  YES  NO

I certify that all information provided in this employment application is true and complete. I understand that withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that the Township of Schaumburg 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. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete physical examination and/or drug screen performed by a medical professional selected and paid for by the Township of Schaumburg prior to starting employment. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

**I UNDERSTAND THAT THIS APPLICATION OR PARTICIPATION IN AN INTERVIEW OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE.**

**I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS**

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

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