



COMPLETING JOB APPLICATION FORM

1. A completed Village of Matteson Application for Employment is required. Failure to complete ALL pages may result in disqualification; a resume can be included as supplemental information.
2. You must complete a separate application form each time you apply for a position.
3. You must sign your application form and date it. The signature cannot be made electronically by computer.
4. The job announcement for the position will indicate the requirements of the position.
5. All formal application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled (please check the job descriptions for deadline date).
6. The application form is available @www.vil.matteson.il.us to print; however, this requires Adobe Reader 4.0. If you download and print the application form, it must be fully completed in dark ink or typed.
7. You may mail these documents to our office, deliver them in person or use alternate delivery services (cab, UPS, Express, FedEx). You may not send your application via e-mail. Our mailing address is: Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
8. The position, if an employment offer is made to a job applicant, is contingent upon the applicant passing a pre-employment physical and drug test.
9. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.
10. Applicants selected for appointment to certain positions with the Village of Matteson will be subject to a criminal, credit and driving background check.
11. Certain positions do have residency requirements which will be specified in the position description.
12. Americans with Disabilities Act of 1990: Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities, when the Village is made aware of the need for such accommodations. You may be required to provide the Village with written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process for that position, please contact our office directly at (708) 283-4949. Thank you for your interest in employment opportunities with the Village of Matteson.

Application For Employment

Village of Matteson
4900 Village Commons
Matteson, Illinois 60443

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip

TELEPHONE Daytime: _____
Area _____
Evening _____
Area _____

E-MAIL: _____

APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Revision Date: 11/27/06

Position applied for? _____

Have you filed an application here before? YES NO
If YES, give date. _____

Have you ever been employed here before? YES NO
If YES, give date. _____

Are you employed now? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (*Proof of citizenship or Immigration status will be required upon Employment.*) YES NO

On what date would you be available for work? _____

Are you available to work Full-Time Part-Time Shift Work Temporary

Are you on a lay-off and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Have you been convicted of a felony within the last 7 years? YES NO
(You are not required to reveal expunged or sealed records.)

If YES, please describe _____

(A conviction record will not necessarily bar employment with the Village.)

Veteran of the U.S. Military Service? YES NO
If YES, Branch _____

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. _____

Indicate what foreign languages you speak, read and/or write. (*When related to the position sought.*)

	Fluently	Good	Fair
Speak			
Read			
Write			

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Education

	Education	High	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. (*Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.*)

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant's provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for period 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:

Advertisement List Which Newspaper or Website: _____

Personal Contact Walk-In Employment Agency

Other _____

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

Address _____
Number Street City State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One: Male Female

Check One Race/Ethnic Group: White Black Hispanic
 American Indiana/Alaskan Native Asian/Pacific Islander Other _____

Check if any of the following are applicable:

Vietnam Era Veteran Disabled Veteran Handicapped Individual
