



Village of Rantoul Application for Part-Time Temporary Employment

333 S.Tanner, P.O. Box 38 • Rantoul, Illinois 61866

(217) 893-1661

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please Print

Position(s) applied for _____ Date of application _____ / _____ / _____

How did you learn about this position?
 Advertisement Employment agency Friend Relative Walk-In Other _____

Last name _____ First name _____ Middle name _____

Address _____ City _____ State _____ Zip _____

Phone numbers _____ Social security number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? YES NO

Have you ever filed an application with us before? YES NO

Have you ever been employed with us before? YES NO If YES, give the date _____

Are you currently employed? 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? YES NO Proof of citizenship or immigration status will be required upon employment.

Are you currently on "lay-off" status and subject to recall? YES NO

Do you have a dependable means of transportation to and from work? YES NO

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

On what date would you be available for work? _____ YES NO

Have you ever been convicted of a felony? YES NO Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain. _____

Education

	Name & address of school	Course of study	Years completed	Diploma/Degree
High school				
Undergraduate college				
Graduate professional				
Other (specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills & qualifications from employment or other experience.

Not to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. YES NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Name

Position

Date

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates employed		Work performed
		from	to	
	Address			
	Phone no. (s)	Hourly rate / salary		
		starting	final	
	Job title	Supervisor		
	Reason for leaving			
2.	Employer	Dates employed		Work performed
		from	to	
	Address			
	Phone no. (s)	Hourly rate / salary		
		starting	final	
	Job title	Supervisor		
	Reason for leaving			
3.	Employer	Dates employed		Work performed
		from	to	
	Address			
	Phone no. (s)	Hourly rate / salary		
		starting	final	
	Job title	Supervisor		
	Reason for leaving			

References

1. Name _____ Phone # () _____
 Address _____

2. Name _____ Phone # () _____
 Address _____

3. Name _____ Phone # () _____
 Address _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of applicant _____ Date _____