



# Village of Itasca

## EMPLOYMENT APPLICATION

Thank you for applying with the Village of Itasca!

Your application will be considered with others in competition for the position in which you are interested. All information contained in or related to this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Itasca.

Please fill in the information requested in the application in its entirety. **You are encouraged to attach a resume and any additional information you believe qualifies you for the position for which you are applying.**

The Village of Itasca is an Equal Opportunity Employer. This prohibits discrimination based on race, color, religion, national origin, political affiliation, marital status, physical or mental handicap, sex, age or other protected categories, in all aspects of our personnel policies, programs, practices, and operations and applies to all phases of Village employment.

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

Preferred Status:  Full Time  Part Time  Seasonal Min Salary Desired: \_\_\_\_\_

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### PERSONAL INFORMATION

Full Name (Last, First, Middle Initial): \_\_\_\_\_

Present Permanent Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about the position? \_\_\_\_\_

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### EDUCATION

Name and City of High School: \_\_\_\_\_ Diploma/GED:  Yes  No

Type of School	Name & City of School	No. of Credits	Degree	Major
College/University	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Technical School	_____	_____	_____	_____

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## SPECIAL QUALIFICATIONS

List any honors, professional societies/affiliations, activities, skills or training related to the position for which you are applying (e.g. licenses, skills with machines, computer skills, special courses, training programs etc.)

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## PREVIOUS EMPLOYMENT

List employers starting with your present or most recent employment. Attach an additional sheet of paper if needed).

Employer 1: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Position Held: \_\_\_\_\_ Position Status:  Full Time  Part Time

Duties Performed: \_\_\_\_\_

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Employer 2: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Position Held: \_\_\_\_\_ Position Status:  Full Time  Part Time

Duties Performed: \_\_\_\_\_

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Employer 3: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employment Dates: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Position Held: \_\_\_\_\_ Position Status:  Full Time  Part Time

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact your present employer?  Yes  No, explain \_\_\_\_\_

If hired, can you prove you are legally permitted to work in the United States?  Yes  No

\_\_\_\_\_

### NOTICE TO APPLICANTS

I understand and agree that all information furnished in this application may be verified by the Village of Itasca or its authorized representative. I waive any right I may have to receive notification from any individuals and organizations named or referred to in this application prior to the release of any employment information to the Village of Itasca. I hereby authorize all individuals in organizations named or referred to in this application and any law enforcement organization, to give the Village all information relative to such verification and hereby release such individuals, organizations, and the Village of Itasca from any and all claim or damage resulting from this verification process.

I certify that all facts contained in this application for employment are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may result in a rejection of this application, or dismissal from employment if subsequently discovered. I understand and agree that if selected as an employee, my employment with the Village of Itasca and compensation can be terminated at any time with or without notice and with or without cause at the option of either the Village or myself (except for employees subject to a collective bargaining agreement). I further understand that no document, including but not limited to, this application for employment, a policy or procedure manual, or a handbook, represents an employment contract (except for a collective bargaining agreement).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

**RETURN COMPLETED APPLICATION TO:**

**VILLAGE OF ITASCA  
ATTN: HUMAN RESOURCES  
550 W. IRVING PARK RD, ITASCA, IL 60143  
FAX # 630-773-2505  
[itascahr@itasca.com](mailto:itascahr@itasca.com)**