

MAYOR: DAVID PHILLIPS



ADMINISTRATOR: TIFFANY MCCLELLAN

VILLAGE OF TILTON
DEPARTMENT OF PUBLIC WORKS
DIRECTOR: T.J. GEORGE
CHAIRMAN: RYAN WASHKOWIAK
1001 TILTON ROAD
TILTON, IL 61833
(217) 477-0800

Instructions: Please Print or Type. Use check (x) where appropriate. Applicant may attach resume and/or any other supporting documentation in support of this application. Applicant's signature is required on the last page.

Applicant's Name:

| First Name | Middle Initial | Last Name |
|------------|----------------|-----------|
|------------|----------------|-----------|

| House # | Apt. | City | State | Zip |
|---------|------|------|-------|-----|
|---------|------|------|-------|-----|

Telephone Number: Home: () -

E-mail Address:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Village Tilton that all persons are entitled to equal employment opportunities, and therefore, the Village does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

DRUG FREE WORKPLACE POLICY

The Village of Tilton has adopted a Drug Free Workplace Policy which requires all Village of Tilton employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any Village workplace and that actions shall be taken against any employee for violation of this prohibition. Applicants will be required to undergo Drug Testing prior to the start date.

QUESTIONNAIRE

___ Yes ___ No Do you hold a valid Vehicle Driver's License? What Class ___ What State ___
Driver's License # _____

___ Yes ___ No Do you hold a Commercial Driver's License (CDL)

___ Yes ___ No Have you served in the U.S. Armed Services, Reserves or National Guard? If yes, list branch and status. _____

___ Yes ___ No Are you presently, or have you ever been, an employee of the Village of Tilton? If yes, which department _____ When? _____

___ Yes ___ No Are there any members of your immediate family currently employed by the Village of Tilton? If yes, which department? _____ Name _____

___ Yes ___ No Are you authorized to work in the United States?

___ Yes ___ No. Do you understand the Drug & Alcohol policy as listed on page one?

EMPLOYMENT BACKGROUND

Begin with current or most recent job; list your work history, including military service.

1. Employer: _____ Address & Phone: _____

Employed From: _____ to _____ Reason Left: _____

Job Description/Duties: _____

2. Employer: _____ Address & Phone: _____

Employed From: _____ to _____ Reason Left: _____

Job Description/Duties: _____

3. Employer: _____ Address & Phone: _____

Employed From: _____ to _____ Reason Left: _____

Job Description/Duties: _____

4. Employer: _____ Address & Phone: _____

Employed From: _____ to _____ Reason Left: _____

Job Description/Duties: _____

EDUCATION

| School Level | Name of School | Course Study | Grade Level | Did you Graduate |
|--------------|----------------|--------------|-------------|------------------|
| High School | | | | |
| College | | | | |
| Other | | | | |

Additional Information: List any additional information you feel is important to your application.

References: Give name, address and telephone number of three references who are not related to you and are not previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (i.e. teachers, clergy, co-worker)

1. Name : _____ Phone: _____
Relationship: _____ City: _____
2. Name : _____ Phone: _____
Relationship: _____ City: _____
3. Name : _____ Phone: _____
Relationship: _____ City: _____

Attention: Read the following statement carefully before signing the application.

Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered later.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer-reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered, or any future job if I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

I UNDERSTAND THAT THIS APPLICATION 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 AND WITH OR WITHOUT NOTICE.

Applicant Signature: _____ **Date:** _____

AUTHORIZATION FOR RELEASE OF
PERSONAL INFORMATION
FOR USE BY THE VILLAGE OF TILTON, IL

I, _____, do hereby authorize a review and full disclosure of all records concerning myself to the Village of Tilton, Illinois, including the Personnel Office and Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies, educational institutions, and former employers.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment with the Village of Tilton, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from all liability, which may be incurred because of furnishing such information.

I further release the Village of Tilton, Illinois's agents including the Personnel Office or Police Department from all liability, which may be incurred because of collecting such information. I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the Village of Tilton.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

Signature:_____ Date:_____

Address:_____

City:_____ State:_____