



Carbon Cliff Village Hall
1001 Mansur Avenue
Carbon Cliff, Illinois 61239
(309) 792-8235

Employment Application
An Equal Opportunity / Affirmative Action Employer

APPLICANT INFORMATION

Full Name: Last First M.I.

Address: Street Address Apartment / Unit / P.O. Box #

City State ZIP Code

Home Phone: Cell phone:

E-mail Address:

Date of Birth (Optional):

Emergency Contact: (Name & Phone #)

Citizenship: I certify that I am either:

- a U.S. Citizen
a non-citizen with permanent work authorization; or
a non-citizen with a renewable work authorization

If hired, you will be required to complete the Employment Eligibility Verification form (INS Form I-9) and present for review documentation evidencing employment authorization in the United States.

Have you ever been convicted of a felony? YES NO

If yes, explain:

Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

POSITION DESIRED

Position Applying for

Desired Salary/Wages: \$ Date you can start:

Have you ever worked for the Village of Carbon Cliff? YES NO

If yes, when?

Have you ever applied to the Village of Carbon Cliff before? YES NO

If yes, when?

Are you employed now? YES NO May we question your current employer? YES NO

## EMPLOYMENT HISTORY

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title / Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## EDUCATION

College: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

---

High School: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

---

Other: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

---

Other: \_\_\_\_\_

Address: \_\_\_\_\_

Degree / Course: \_\_\_\_\_ Did you Graduate?  YES  NO

## MILITARY SERVICE

Branch of Military: \_\_\_\_\_

Years of Service: From \_\_\_\_\_ To \_\_\_\_\_

Rank at time of Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than Honorable, explain: \_\_\_\_\_

## REFERENCES

Please list three professional references, not related to you, which you have known for at least one year

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

---

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

---

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment / Unit / P.O. Box #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Home Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Cell phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Occupation: \_\_\_\_\_ Years you have known this individual: \_\_\_\_\_

**DISCLAIMER & SIGNATURE**

I am aware that former employers (and my present employer, if I so indicate), and educational institutions may be contacted for verification and evaluation, and herewith authorize all parties contacted to provide any information requested. I am also aware that other background checks and investigations may be made. I understand that any position rendered me by the Village of Carbon Cliff will be contingent upon the information contained in this application, possibly supplemented by other verification and that any false statements or willful withholding of information in filling out this application will be cause for termination of consideration for employment or, if discovered after employment, may be cause for immediate discharge or other disciplinary action.

I hereby certify that the information on this application is true and accurate to the best of my knowledge and belief.

Written Signature \_\_\_\_\_ Date: \_\_\_\_\_

***-- All applications must have original signature and date. --***



**Revised:**  
Thursday, December 30, 2021