



APPLICATION FOR EMPLOYMENT

Please return to:
Village of Pawnee
617 7th Street
Pawnee, IL 62558

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the Village of Pawnee. It is the policy and intent of the Village of Pawnee to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, part-time, temporary, and seasonal employment. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the Village of Pawnee.

Please complete all the information as requested in this application. Do not submit a resume in place of completing any part of this application, although you are welcome to provide a resume in addition to this application if you desire.

Please identify the specific positions(s) from our open job listings for which you are applying.

1.	2.
☐ Full-Time ☐ Part-Time	Date Available:
☐ Temporary ☐ Summer	Minimum Salary: ☐ Hourly ☐ Annual

GENERAL INFORMATION

Last Name:		First Name:		Middle Initial:
Home Phone:		Work Phone:		Email:
Present Permanent Address:		City:		
State:	Zip Code:	County:	How long lived there?	
Driver's License Number:		State:	Class:	Expiration Date:
Is this license currently valid? ☐ Yes ☐ No		Do you have a valid CDL? ☐ Yes ☐ No		
Are you related to any employee or elected official of the Village of Pawnee? ☐ Yes ☐ No				
If yes, state their name and relationship to you:				
Have you ever been previously employed by the Village of Pawnee? ☐ Yes ☐ No				
When?		In what position?		
Were you referred by a Village of Pawnee employee? ☐ Yes ☐ No				
If yes, please name the employee:				
Are you at least 18 years of age? ☐ Yes ☐ No				

EDUCATIONAL INFORMATION

Type of School	Name and Mailing Address of School	Major	Year Completed	Degree Earned	
				Yes	No
High School				☐	☐
College/University				☐	☐
Graduate				☐	☐
Technical / Business or Trade School				☐	☐
Other				☐	☐

If you are not a high school graduate, have you passed the GED test? ☐ Yes ☐ No

List any correspondence courses, special courses, seminars, workshops, etc., that might relate to this position:

List any licenses or certificates relating to this position:

List any other skills/experience that relate to this position (Typing, Software Skills, Heavy Machinery,):

List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.):

EMPLOYMENT HISTORY	
Please begin with your present or most recent employer and provide all the information requested.	
May the Village of Pawnee contact your current employer? ☐ Yes ☐ No	
Employer:	Phone Number:
Address:	City: State: Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Duties:	
Employer:	Phone Number:
Address:	City: State: Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Duties:	
Employer:	Phone Number:
Address:	City: State: Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Duties:	
Employer:	Phone Number:
Address:	City: State: Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Duties:	
Employer:	Phone Number:
Address:	City: State: Zip:
Dates of Employment:	Reason for Leaving:
Title:	Supervisor's Name:
Duties:	

PROFESSIONAL REFERENCES:

Please list three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

Name:	Company:
Business Relationship	Years Known:
Phone Number:	

APPLICANT AGREEMENT: RELEASE AND CERTIFICATION

Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered. I understand that all candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam and drug screen. I authorize the investigation of all statements and information contained in this application. I release the Village of Pawnee from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Village of Pawnee rules and regulations. I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

PRINTED NAME:

SIGNATURE:

DATE: