

EDUCATION

Type of School	Name & Address Of School	Major	Circle Last Year Completed	Degree Earned (Indicate Degree)
High School			9 10 11 12	
College/University			1 2 3 4	
Graduate			1 2 3 4	
Technical/Business/ Trade School/Other			1 2 3 4	

List any special training, experience, or coursework that relates to the position you are applying for.

MILITARY SERVICE

Do you have any military experience that may enhance your ability to perform the job you are applying for? Yes No

List duties in service including special training: _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Please do not write, "see resume."

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

Employer: _____ Phone # (____) _____

Address: _____

Dates of Employment: _____ Ending Salary: _____

Title: _____ Supervisor's Name: _____

Summarize your job responsibilities: _____

Reason for Leaving: _____

May the Village of Plainfield contact your current employer? Yes _____ No _____

Have you ever been previously employed by the Village of Plainfield? Yes _____ No _____

If yes, please state when: _____ to _____ Position: _____

Have you applied for a position here in the past 12 months? Yes _____ No _____

If yes, please state when: _____ to _____ Position applied for: _____

Have you worked under another name: Yes _____ No _____

If yes, please state name and place of employment: _____

State what you did in all periods not already covered, including unemployment, part-time, or self-employment.

REFERENCES

List three references that have known you a minimum of three years and are familiar with your work history.

Name: _____ Phone Number: (____) _____

Title: _____ Address: _____

Company: _____

Name: _____ Phone Number: (____) _____

Title: _____ Address: _____

Company: _____

Name: _____ Phone Number: (____) _____

Title: _____ Address: _____

Company: _____

APPLICANT AGREEMENT

Please read before signing. Questions should be directed to Human Resources prior to signing this agreement.

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 authorize and empower the Village of Plainfield and the Plainfield Police Department to obtain, prepare, use, and furnish information concerning all statements and information contained in this application, my current and former employment, education, general reputation, driving record and criminal history. I release the Village of Plainfield from any liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I consent to taking any required pre-employment examinations and such future examinations as might be required by the Village of Plainfield.

If employed by the Village of Plainfield, I understand that such employment is subject to the policies, rules and regulations of the Village of Plainfield. I understand that employment at the Village of Plainfield is "at will," which means that either the Village or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

Applicant's Signature: _____ Date: _____

