



### Application for Parks and Recreation Department Employment

The Village of Godfrey is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

#### Personal Information

*Please print.*

Position Applied For

Today's Date

Last Name

First Name

Current Address

City

State

Zip

Phone Number

Are you of the legal age to work? \_\_\_\_\_ Are you legally authorized to work in the U.S.? \_\_\_\_\_

If necessary, the best time to call you at home is? \_\_\_\_\_

May a reference check be made with your present employer(s)?  Yes  No

If No, Please Explain \_\_\_\_\_

Have you previously applied at, or been employed by, the Village of Godfrey?  Yes  No

If Yes, Please Explain \_\_\_\_\_

Have you ever been discharged by an employer?  Yes  No

If Yes, Please Explain \_\_\_\_\_

Date available to begin employment \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal

Are you able to meet the attendance requirements of the position?  Yes  No

I am available to work: M-F Sat/Sun Holidays Days Evenings

(please circle all that apply)

**Education and Training**

	<b>Name and Location of School</b>	<b># of Years Completed</b>	<b>Graduated</b>	<b>Degree/Major</b>
High School/ Equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ Tech School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any education and training you have had which is not covered above, such as vocational school, correspondence courses, service schools, in-service training, or volunteer work which you feel is relevant to the job you are applying for. Also include relevant licenses and/or certifications. Be specific and include dates. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any other experiences, skills, or qualifications that will be of special benefit in the job for which you are applying? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List professional or civic organizations and any offices held. Please exclude memberships that would reveal sex, race, religion, national origin, age, disability or other protected status.

<b>Organization</b>	<b>Offices Held</b>

**References**

Please include references from your academic experience, employment/volunteer history, and a personal reference.

<b>Name and Occupation</b>	<b>Address</b>	<b>Phone Number</b>

## Employment History

---

Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

Name of Employer	Job Title
Address, City & State	Supervisor's Name
Duties	Dates Employed From:      To:
	May We Contact Now? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Beginning & Ending Rate of Pay
Reason For Leaving	

## Acknowledgements

---

If hired, I agree to conform to the rules and regulations of the Village of Godfrey, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment AT-WILL.

I authorize the Village of Godfrey, and/or its agents, to confirm all statements obtained in this application to the extent permitted by federal, state, or local law. Further, if offered employment, I agree to complete any requisite authorization forms for the background investigation and the offer of employment is conditional upon the satisfactory back ground report. Further, and if applicable, I will receive separate written notification regarding the Village's intent to obtain a background check. I understand that if driving is a requirement of the job I am offered my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance. If hired, I authorize the Village to provide truthful information concerning my employment to future employers and hold the Village harmless for providing such information. If hired, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States.

I certify that all the information on this application and supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I understand that the Village of Godfrey is an AT-WILL employer as allowed by applicable state law. This means that if hired, the Village or I may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this application or in any document or statement shall limit the right to terminate employment AT-WILL.

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