



119 W. Main Street
 East Alton, IL 62024
 Phone: (618)259-7522
 Fax: (618)259-7614
 www.EastAltonVillage.org

Employment Application

Please Print or Type

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Driver's License No.: _____

Position Applied for: _____

| | | | | | |
|---|---------------------------------|--------------------------------|--|---------------------------------|--------------------------------|
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever worked for the Village? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If so, when? | _____ | |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | | |

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

**VILLAGE OF EAST ALTON
119 W. Main Street
East Alton, IL 62024**

AUTHORITY FOR RELEASE OF INFORMATION

Name: _____ Age: _____

Birthdate: _____ SS # _____ - _____ - _____ DL # _____

This release, when presented by a duly authorized representative of the Village of East Alton will constitute my consent and authority to examine and obtain copies and abstract of records and to receive statements and information regarding my background.

Specifically, I hereby authorize the release of the following data or records to the Village of East Alton.

Employment Information

Educational Information

Birth Record/Citizenship Information

Military Information

Selective Service Information

Police, Criminal and Driving Records

This authorization is given in connection with a full field background investigation being conducted relative to my application for or continued employment with the Village of East Alton, Illinois.

Signature

Date

Address

City, State, Zip

RETURN THIS FORM WITH COMPLETED APPLICATION