

Village of North Aurora
25 E. State St.
North Aurora, IL 60542
(630) 897-8228
hr@northaurora.org



Employment Application

The Village of North Aurora welcomes you as an applicant for employment. The Village considers all applicants for employment without regard to race, color, religion, gender, age, national origin, political affiliation, ancestry, marital status, sexual orientation, handicap, disability, unfavorable discharge from military service, pregnancy, creed, veteran status or any other protected group status in accordance with federal, state and local laws. The Village also complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations upon request and as required by law at all stages of the employment process. The Village is an equal opportunity employer.

Please provide completed information as requested below. You may attach additional information which you believe qualifies you for the position you are applying.

Date of Application: _____ Position Applied for: _____

APPLICANT INFORMATION

Last Name		First	MI
Street Address			Apartment/Unit #
City		State	ZIP
Home Phone		Mobile Phone	
Date Available	Email Address		
How did you hear about this position?			
Are you legally authorized to work in the U.S.? YES NO			
Have you previously worked for the Village of North Aurora? YES NO If so, when?			
Do you possess a valid Illinois Driver's License? YES NO			
If applicable for the position, do you possess a valid CDL? If so which Class? YES NO Class _____			
Are you related to an employee of the Village or an elected/appointed official? YES NO			
If Yes, please state their name and relationship to you below:			

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EDUCATION

High School	Address	
Did you graduate? YES NO	Degree	
College(s)	Address	
Did you graduate? YES NO	Degree(s)	
Graduate School	Address	
Did you graduate? YES NO	Degree(s)	
Other School	Address	
Did you graduate? YES NO	Degree(s)	

PREVIOUS/CURRENT EMPLOYMENT

Employer	Phone ()	
Address	Supervisor	
Job Title	May We Contact? YES NO	
Responsibilities		
From To	Reason for Leaving	

Employer	Phone ()	
Address	Supervisor	
Job Title	May We Contact? YES NO	
Responsibilities		
From To	Reason for Leaving	

Employer	Phone ()	
Address	Supervisor	
Job Title	May We Contact? YES NO	
Responsibilities		
From To	Reason for Leaving	

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PLEASE LIST ADDITIONAL CERTIFICATIONS, LICENSES, TRAINING OR PROFESSIONAL CREDENTIALS

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MILITARY SERVICE (If Applicable)

Branch	Discharge Rank
Duties in Military	

REFERENCES

<i>Please list three professional references.</i>	
Full Name	Relationship
Employer	Phone ()
Address	
Full Name	Relationship
Employer	Phone ()
Address	
Full Name	Relationship
Employer	Phone ()
Address	

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DISCLAIMER AND SIGNATURE

I certify that all information I have provided in this application is true, complete, and correct. I also understand that this application is not a guarantee of employment, and if employment is offered, such employment will be at-will and non-contractual unless otherwise stated in writing.

I expressly authorize, without reservation, the Village of North Aurora and its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me at any time. I hereby waive any and all rights and claims I may have regarding the Village, its agents, employees, or representatives, relating to the lawful gathering and use of information about me.

I understand that the Village of North Aurora is an equal opportunity employer and does not unlawfully discriminate in employment and no question on this application is used for the purpose of eliminating any applicant from consideration for employment on any basis prohibited by applicable federal, state, or local law. The Village does not tolerate unlawful discrimination in its employment practices. The Village will provide reasonable accommodations upon request and as required by law at all stages of employment and during the application and hiring process. I understand that if I require any assistance with completing this application, or if I have any concerns regarding this application or any occurrences or processes related to it, I should contact the Village's Human Resources staff.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will, whenever discovered, lead to me being eliminated from further consideration from employment, or to discipline up to and including discharge. I certify that I have read, fully understand, and accept all terms of the foregoing statement and application. Any offer of employment may be contingent on satisfactory completion of a criminal background investigation, pre-employment drug screen and physical.

Signature: _____ Date: _____

If you have a resume or other information that you would like to include with this application please attach and include it with you submission. This application once signed can be emailed to hr@northaurora.org or the application can be faxed to (630) 897-8258. In addition, the application can be mailed to Village of North Aurora, Attn: Human Resources, 25 E. State St., North Aurora, IL 60542