



Village of Rantoul Application for Employment

333 S. Tanner Street • Rantoul, Illinois 61866

(217) 892-6800

The Village of Rantoul is an Equal Opportunity Employer, committed to providing equal opportunity in recruitment, hiring, and all other employment practices and decisions.

Position(s) applied for

Salary Desired

Date of application

First Name

Middle Initial

Last Name

Address

City

State

Zip

Email Address

Phone Number

	YES	NO	
Are you over the age of 18?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you legally eligible for employment in the United States? (If offered employment, you will be required to provide verification)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been employed with us before?	<input type="checkbox"/>	<input type="checkbox"/>	If YES, give the date _____
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>	
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>	If YES, please provide company name and details _____
Have you ever been terminated from employment or asked to resign by an employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you work any shift?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you work overtime, including weekends?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	
On what date would you be available for work?			_____

Employment Experience

Start with your present (last) job. You may include any job-related military service assignments and volunteer activities. If you need additional space, please continue on a separate sheet of paper.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

1.	Employer	Dates employed		Duties/Responsibilities
		from	to	
Address				
Phone Number		Hourly rate / salary		
		starting	final	
Job Title	Supervisor			
Reason for Leaving				
2.	Employer	Dates employed		Duties/Responsibilities
		from	to	
Address				
Phone Number		Hourly rate / salary		
		starting	final	
Job Title	Supervisor			
Reason for Leaving				
3.	Employer	Dates employed		Duties/Responsibilities
		from	to	
Address				
Phone Number		Hourly rate / salary		
		starting	final	
Job Title	Supervisor			
Reason for Leaving				
4.	Employer	Dates employed		Duties/Responsibilities
		from	to	
Address				
Phone Number		Hourly rate / salary		
		starting	final	
Job Title	Supervisor			
Reason for Leaving				

Additional Information

Indicate Technology and Equipment you have experience with - additional information can be provided on the lines below.

<input type="checkbox"/> Computer	<input type="checkbox"/> Microsoft Word	_____	_____
<input type="checkbox"/> Internet	<input type="checkbox"/> Microsoft Excel	_____	_____
<input type="checkbox"/> Email	<input type="checkbox"/> Copier/Fax	_____	_____

References

1. Name _____ Phone # () _____
Address _____

2. Name _____ Phone # () _____
Address _____

3. Name _____ Phone # () _____
Address _____

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *“at will”* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *“at will”* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ Date _____



Village of Rantoul Equal Opportunity Data Record

333 S. Tanner Street – Rantoul, Illinois 61866

The Village of Rantoul is an Equal Opportunity Employer. As such, we take steps to ensure that we do not discriminate against any applicant or employee based on race, color, religion, sex, national origin, disability, age, genetics, and we adhere to the Equal Pay Act.

Completion of all or part of this form is entirely voluntary and is in no way part of the Application for Employment. This form will be used for EEO-4 reporting purposes only and will be kept separate from all other personnel records. This form will be accessible only to the Human Resources Department for EEO-4 reporting and record keeping purposes and will be kept in a Confidential File. Inclusion or exclusion of any data will not affect any employment decision.

NAME: _____

JOB TITLE: _____

GENDER: Male _____ Female _____

RACE/ETHNICITY

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
 - White:** A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
 - Black or African American:** A person having origins in any of the black racial groups of Africa.
 - Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
 - Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
 - American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
 - Two or more races:** All persons who identify with more than one of the above races
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HOW DID YOU LEARN ABOUT THIS POSITION?

- Advertisement (Where?) _____
- Website (Where?) _____
- Current Employee (Name) _____
- Other _____

Please include this form with your application or email to hr@myrantoul.com.
Thank you for your participation!