

# APPLICATION FOR EMPLOYMENT



PLEASE RETURN TO THE HUMAN RESOURCE MANAGER

Village of Justice  
7800 S. Archer Road  
Justice, IL. 60458  
708-458-2520

AN EQUAL OPPORTUNITY EMPLOYER

## INTRODUCTION AND DIRECTIONS

We welcome you as an applicant for employment. Your application will be considered with others in competition for all positions without regard to race, color, religion sex, national origin, age, ancestry, handicap, disability or other legally protected status, in accordance with all applicable legal requirements. The Village of Justice will consider all information contained in or collected with the application personal and confidential and used only in conjunction with your possible employment. The Village of Justice is subject to and complies with the Drug Free Workplace Act of the State of Illinois, and we require pre-employment substance abuse screening and follow-up screening based on reasonable suspicion. Please furnish us with the complete information as outlined in this application. Type or hand-print an answer to every question in ink. If a question does not apply to you, so state with N/A. You are encouraged to submit any additional information which you believe qualifies you for the position for which you are applying. If the space provided is insufficient please attach a separate sheet of paper.

## OFFICE USE ONLY

	Full Time	Part Time	Seasonal/ Temp
Admin			
P.W.			
Bldg.			



Village of Justice

7800 S. Archer Road  
Justice, IL. 60458  
Phone: 708-548-2520  
Fax: 708-458-9755

**Employment Application**

**Applicant Information**

Full Name:				Date:			
<i>Last</i>		<i>First</i>		<i>M.I.</i>			
Address:							
<i>Street Address</i>				<i>Apartment/Unit #</i>			
<i>City</i>				<i>State</i>		<i>ZIP Code</i>	
Phone:	( )	E-mail Address:					
Date Available:		Social Security No.:		Desired Salary:	\$		
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 this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, 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 <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
College:		Address:					
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:		
Other:		Address:					
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>		
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 <input type="checkbox"/>	NO <input type="checkbox"/>		
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 <input type="checkbox"/>	NO <input type="checkbox"/>		

**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:	
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## APPLICANT/EMPLOYEE CONSENT FORM FOR BACKGROUND CHECK

### APPLICANT CONSENT

I understand that a condition of employment requires the Village of Justice to conduct a background check consisting of a criminal history check and a sex-offender registry check. This information will be used solely for employment-related purposes. I consent that the Village of Justice may obtain the background information stated above and authorize individuals contacted by the Village of Justice to provide the referenced information. Upon my request, I will be provided access to this report and a statement of my rights. I agree that a photocopy or telephonic facsimile of this authorization is valid as the original. I certify that the information provided below is true and complete to the best of my knowledge.

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**Applicant's Signature**

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**Printed Name(First Name)**

**(Middle Name)**

**(Last Name, Suffix)**

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**Maiden Name/Other Names Used**

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**Social Security Number** - A Social Security Number is required for a criminal background check. Your SSN will only be used confirm your identity for purposes of completing an accurate background investigation.

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**Date of Birth** - Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

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**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Have you ever been convicted of (or plea bargained to) a felony criminal charge?**    **No** \_\_\_  
**Yes** \_\_\_

**Note:** a prior conviction will not necessarily disqualify you from employment. However, failure to disclose criminal conviction information is an omission of material fact and may lead to the rescission of any conditional offer of employment or termination of an employee's employment at the Village of Justice.

If yes, list the nature of the conviction, jurisdiction and terms of sentencing and disposition of the case (attach page if necessary).  
You will be subject to a fingerprint check in lieu of a criminal records check.



## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identify theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.



- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).



- ❑ **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- ❑ **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- ❑ **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).
- ❑ **The FCRA gives several different federal agencies authority to enforce the FCRA:**

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 - 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 - 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051

Office of Human Resources  
Village of Justice



## Drug Testing Consent Form

I have applied for employment with the Village of Justice. As a condition for my application being considered, I understand and agree to undergo substance screening. I understand that if my test results are positive, I shall not be considered for employment further by the Village of Justice.

I hereby authorize any physician, laboratory, hospital or medical professional retained by the Village of Justice for screening purposes to conduct such screening and to provide the results to the Human Resources Department of the Village of Justice, and I release the Village of Justice and any person affiliated with the Village of Justice and any such institution or person conducting the screening, from liability therefore.

Applicant's signature: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

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

Witness signature: \_\_\_\_\_