



Aurora Township Application for Employment

Aurora Township is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, sexual orientation, age, color, religion, national origin, veteran status, all protected status and/or any disability as provided in the Americans with Disabilities Act. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with Aurora Township.

PERSONAL INFORMATION AND EMPLOYMENT DESIRED

Please do not submit a resume in place of completing any part of this application. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Human Resources Department at 630/897-8777.

Name: _____
Last First Middle Initial

Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____ E-mail address _____

Are you Over 18? Yes No

Are you legally eligible for employment in the United States? Yes No Proof of identify and eligibility will be required upon employment.

Employment status you are seeking: _____
Full Time Part Time Temporary or Summer Employment

Position applying for: _____ Salary desired \$ _____ Date available: _____

Have you ever applied to Aurora Township before? Yes No Have you ever worked for the Township? Yes No

If you answered "yes" to either of the above questions, state when you applied and/or worked: _____

Where you referred by a Township employee? Yes No If yes, please name the employee: _____

Are you related to any employee or elected official of Aurora Township? Yes No

If yes, please state their relationship to you: _____

EDUCATION

Type of School	Name & Mailing Address of School	From / To	Circle last year completed	Degree
High School			9 10 11 12	
College/University			1 2 3 4	
College/University			1 2 3 4	

EDUCATION continued

Type of School	Name & Mailing Address of School	From / To	Circle last year completed				Degree
Graduate			1	2	3	4	
Technical/Business Trade School			1	2	3	4	
Other (GED, etc.)			1	2	3	4	

EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all the information requested. Please DO NOT write "see resume".

Are you currently employed? Yes No May we contact your current employer? Yes No

Have you ever been fired or asked to resign from a job? Yes No If yes, please explain: _____

Employer _____ (_____) Phone Number

Address: _____ Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ / _____ From To Reason for Leaving _____

Title/Position: _____ Ending Salary \$ _____

Hours worked per week _____ Supervisor's name _____ (_____) Phone Number

Employer _____ (_____) Phone Number

Address: _____ Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ / _____ From To Reason for Leaving _____

Title/Position: _____ Ending Salary \$ _____

Hours worked per week _____ Supervisor's name _____ (_____) Phone Number

Employer _____ (_____) Phone Number

Address: _____ Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ / _____ From To Reason for Leaving _____

Title/Position: _____ Ending Salary \$ _____

Hours worked per week _____ Supervisor's name _____ (_____) Phone Number

PROFESSIONAL LICENSE / CERTIFICATIONS (including advanced drivers license)

Type: _____
Number _____ State: _____ Expiration Date: _____

PROFESSIONAL REFERENCES

list three (3) references that are familiar with your work history and experience. Applicants should list professional references, other than relatives, who know of your qualifications and/or background experience. By listing these references, you authorize them to be contacted.

Name: _____ (____) _____ Phone Number
Address: _____ Street City State Zip
Relationship: _____ Years known _____

Name: _____ (____) _____ Phone Number
Address: _____ Street City State Zip
Relationship: _____ Years known _____

Name: _____ (____) _____ Phone Number
Address: _____ Street City State Zip
Relationship: _____ Years known _____

EMPLOYMENT APPLICATION ACKNOWLEDGEMENT AND RELEASE

Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.

In making this application for employment, I understand that upon an offer of employment and my acceptance, an investigation may be made whereby information will be obtained regarding my education, employment, credit (if required for the position), and criminal records. I understand that such an investigation will be used to determine employment eligibility or work assignment with Aurora Township. Upon formal offer and acceptance of employment, I hereby authorize Aurora Township and its designated agents and employees to investigate any and all matters connected with my application for employment.

I authorize and consent to the full release of records and information (oral or written, obtained through personal knowledge or from third parties) to authorized representatives of Aurora Township if offered and accepted employment. I also authorize my current and previous employer(s), educational institutions, schools, law enforcement agencies, information service bureaus, courts or related tribunals, military services, insurance companies, banks and financial institutions (if required per the position), state, federal or local government agencies, references and friends, neighbors, associates or others who may have knowledge bearing on my character, background, general reputation, personal characteristics, credit standing or history (only if position requires), criminal history, employment and educational background, driving record, or mode of living to release to Aurora Township, and Aurora Township to obtain, any and all information concerning my past work history, including disciplinary records, to be used and disclosed in connection with consideration of my application for employment.

In exchange for consideration of my employment application and other employment opportunities, I also waive all claims, liabilities, damages and causes of action against Aurora Township relating to or arising out of my employment application, the use or disclosure, receipt and/or consideration of such information. This release shall remain in effect during the application process and during the length of any employment that I may obtain with Aurora Township.

I understand that this employment application and any other Aurora Township documents are not promises or contracts of employment for any period of time or level of compensation, because employment at Aurora Township is "at will". Any individual who is hired may voluntarily leave such employment upon proper notice and may be terminated by Aurora Township at any time, for any reason, with or without notice.

I certify that my answers to all questions on my employment application are true and complete. I also certify that I have not knowingly withheld any information that might, if disclosed, affect my application. I understand that any misrepresentation or omission of facts on this application or during the interview/employment process will be cause for rejection of my application or dismissal after employment. Any employment with the Aurora Township is subject to verification of references and a satisfactory completion of a background check and other pre-employment requirements established by Aurora Township, if formally offered and accepted employment.

PRINT NAME: _____

SIGNATURE _____ DATE: _____