



*Job application packet for the position of
School Crossing Guard*

INSTRUCTIONS:

Read every question carefully and answer each one accurately. An applicant may be disqualified from further processing if he/she intentionally makes false statements of a material fact, practices or attempts to practice any deception or fraud in his/her application or examination for appointment. Any false statements on this application will be considered sufficient cause for dismissal.

All entries must be printed legibly with a pen in black ink or typewritten. If the space provided is not sufficient for a complete answer or if you wish to provide additional information, use the reverse side of the application and number the answer to correspond with the question. Each recruitment cycle will have a published deadline by which all applications must be completed and returned.

Employment by the Village of Kenilworth is based on individual merit, qualifications and competence. Employment practices will not be influenced by an applicant's or employer's race, color, religion, physical or mental handicaps, sex, marital status, ancestry, national origin, age or the fact that he/she is a disabled or military veteran. This policy governs all cases of employment, recruitment, advertising, promotions, transfer, rates of pay or other forms of compensation, selection of training, maintenance of facilities for employees, and all other actions affecting employees.

VILLAGE OF KENILWORTH APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____ DEPARTMENT: _____

NAME: _____ DATE: _____
Last First M.I.

PRESENT STREET ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ HOME PHONE: _____

SHOULD THE POSITION FOR WHICH YOU ARE APPLYING REQUIRE THAT YOU DRIVE, DO YOU POSSESS A VALID DRIVER'S LICENSE? YES NO

DRIVERS LICENSE NUMBER: _____ STATE ISSUED: _____

EDUCATIONAL BACKGROUND:		
SCHOOL NAME & LOCATION	LAST YEAR COMPLETED	DATES OF ATTENDANCE
<i>(GRADE SCHOOL)</i>		FROM: TO:
<i>(MIDDLE SCHOOL)</i>		FROM: TO:
<i>(HIGH SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:
<i>(COLLEGE, BUSINESS, TECHNICAL SCHOOL)</i>		FROM: TO:

WORK HISTORY: (START WITH YOUR LAST OR PRESENT POSITION, THEN NEXT TO LAST, ETC.)					
NAME & ADDRESS OF EMPLOYER	FROM	TO	POSITION	WAGE	REASON FOR LEAVING
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			
	MO.	MO.			
	YR.	YR.			

TO VERIFY WORK AND EDUCATIONAL EXPERIENCE, PLEASE LIST ANY OTHER NAMES YOU HAVE USED:

NONE NAME: _____
Last First M.I.

NAME: _____
Last First M.I.

REFERENCES: LIST THE NAMES OF PERSONS WHO HAVE KNOWN YOU WELL FOR THE PAST TWO YEARS OR MORE. THESE SHOULD BE PERSONS TO WHOM WE MAY REFER TO REGARDING YOUR CHARACTER, HABITS AND ABILITIES. DO NOT GIVE THE NAMES OF RELATIVES, FORMER EMPLOYERS OR MINORS.

NAME & ADDRESS	BUSINESS OR OCCUPATION	TELEPHONE

HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION? YES NO IF YES, EXPLAIN:

MAY WE REFER TO YOUR PRESENT EMPLOYER? YES NO IF NO, WHY? _____

THE POSITION YOU ARE APPLYING FOR IS AN IMPORTANT VILLAGE FUNCTION AND REQUIRES REGULAR AND PREDICTABLE ATTENDANCE. WOULD YOU DESCRIBE YOUR WORK ATTENDANCE AS DEPENDABLE AND REGULAR? YES NO

HOW MANY DAYS HAVE YOU BEEN ABSENT FROM WORK IN THE PAST TWO YEARS? _____

IF HIRED, WILL YOU BE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB (PLEASE SEE ATTACHED JOB DESCRIPTION) WITH OR WITHOUT REASONABLE ACCOMMODATION? YES NO

IF NOT, PLEASE EXPLAIN: _____

IF HIRED, WILL YOU BE ABLE TO PROVIDE PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES? (A SOCIAL SECURITY CARD) YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR AN OFFENSE INVOLVING MORAL TURPITUDE? YES NO

IF YES, EXPLAIN: _____

OPTIONAL: IN ADDITION TO ENGLISH, DO YOU SPEAK ANY OTHER LANGUAGE? YES NO

IF YES, WHICH LANGUAGE? _____

I HAVE PERSONALLY READ AND ANSWERED EACH AND EVERY APPLICABLE QUESTION HEREIN, AND DO HEREBY SOLEMNLY SWEAR THAT EACH AND EVERY ANSWER IS FULL AND CORRECT IN EVERY RESPECT. I FURTHER ACKNOWLEDGE THAT PROVIDING INCOMPLETE OR FALSE INFORMATION CAN RESULT IN THE REJECTION OF AN APPLICANT.