



Village of Algonquin
APPLICATION FOR EMPLOYMENT
 (Please Print or Type)

Office Use Only	
Date Processed:	Received By:
Amount:	Check Number:
Additional Notes:	

A \$20.00 non-refundable application processing fee (credit card, check, or cash accepted) is due when your application is submitted. The processing fee will be waived for current members of the military or veterans. In addition to this application, you are required to submit a copy of your driver's license, college transcripts (if applicable), DD-214 if a veteran or a copy of your current military ID, and a resume.

A **mandatory** written test will be held at the *Village of Algonquin Ganek Municipal Center, 2200 Harnish Drive, Algonquin, IL* on the following dates: *Thursday, February 4, 2021, Wednesday, February 10, 2021, and Saturday, February 13, 2021.* **You only need to attend one session.** After your application is submitted you will be contacted via email by village staff with a calendar link to schedule your testing date/time so be sure to add @algonquin.org to your spam filter. **Applicants must present a U.S. federal or state-issued photo ID card or driver's license to enter the testing site. College, university, library, and other non-governmental IDs are not acceptable.** The doors will be closed and locked promptly at the testing time and any applicant arriving after the specified time will not be allowed to enter.

Applications (with the processing fee and all required documents) must be submitted by 5:00 p.m. Wednesday, January 27, 2021.

It is the policy and intent of the Village of Algonquin to provide equal opportunity in employment to all persons.
 All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Algonquin. Please furnish us with complete information as outlined in this application. Incomplete applications will not be considered.

POSITION APPLIED FOR: **FEBRUARY 2021 ENTRY LEVEL POLICE OFFICER TESTING PROCESS**

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
PRESENT PERMANENT ADDRESS	CITY	STATE
		ZIP
TELEPHONE NO.	E-MAIL ADDRESS (REQUIRED, correspondence regarding this recruitment process will be sent via email. Please add @algonquin.org to your spam filter.)	
HOW DID YOU HEAR ABOUT THE POSITION THAT YOU ARE APPLYING FOR (i.e. Organization, Newspaper, College, etc.)?		

EDUCATIONAL INFORMATION

NAME & CITY OF HIGH SCHOOL		DIPLOMA <input type="checkbox"/> YES <input type="checkbox"/> NO	HAVE YOU PASSED THE GED TEST? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
TYPE OF SCHOOL	NAME & CITY OF SCHOOL	NO. OF CREDITS	DEGREE	MAJOR
COLLEGE/ UNIVERSITY				
COLLEGE/ UNIVERSITY				
GRADUATE				

SPECIAL QUALIFICATIONS

LIST ANY HONORS, PROFESSIONAL SOCIETIES/AFFILIATIONS, ACTIVITIES, SKILLS OR TRAINING RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING (E.G. LICENSES, SKILLS WITH MACHINES, COMPUTER SKILLS, SPECIAL COURSES, TRAINING PROGRAMS, ETC.)

MILITARY SERVICE (must attach DD-214 or a copy of your current military ID)

BRANCH	DATES
TITLE	TYPE OF DISCHARGE

PREVIOUS EMPLOYMENT

PLEASE LIST EMPLOYERS BEGINNING WITH YOUR **PRESENT OR MOST RECENT EMPLOYMENT** (attach an additional sheet of paper if necessary).

1	EMPLOYER	MAILING ADDRESS	CITY/ZIP	TELEPHONE NO.
POSITION HELD/DUTIES PERFORMED				IMMEDIATE SUPERVISOR
EMPLOYMENT DATES		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	REASON FOR LEAVING	

2	EMPLOYER	MAILING ADDRESS	CITY/ZIP	TELEPHONE NO.
POSITION HELD/DUTIES PERFORMED				IMMEDIATE SUPERVISOR
EMPLOYMENT DATES		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	REASON FOR LEAVING	

3	EMPLOYER	MAILING ADDRESS	CITY/ZIP	TELEPHONE NO.
POSITION HELD/DUTIES PERFORMED				IMMEDIATE SUPERVISOR
EMPLOYMENT DATES		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	REASON FOR LEAVING	

4	EMPLOYER	MAILING ADDRESS	CITY/ZIP	TELEPHONE NO.
POSITION HELD/DUTIES PERFORMED				IMMEDIATE SUPERVISOR
EMPLOYMENT DATES		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	REASON FOR LEAVING	

MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO PLEASE EXPLAIN:	
IF HIRED, CAN YOU PROVE YOU ARE LEGALLY PERMITTED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**NOTICE TO APPLICANTS
(PLEASE READ BEFORE RETURNING THE APPLICATION)**

I UNDERSTAND AND AGREE THAT ALL INFORMATION FURNISHED IN THIS APPLICATION MAY BE VERIFIED BY THE VILLAGE OF ALGONQUIN OR ITS AUTHORIZED REPRESENTATIVE. I WAIVE ANY RIGHT I MAY HAVE TO RECEIVE NOTIFICATION FROM ANY INDIVIDUALS AND ORGANIZATIONS NAMED OR REFERRED TO IN THIS APPLICATION PRIOR TO THE RELEASE OF ANY EMPLOYMENT INFORMATION TO THE VILLAGE OF ALGONQUIN. I HEREBY AUTHORIZE ALL INDIVIDUALS IN ORGANIZATIONS NAMED OR REFERRED TO IN THIS APPLICATION AND ANY LAW ENFORCEMENT ORGANIZATION, TO GIVE THE VILLAGE ALL INFORMATION RELATIVE TO SUCH VERIFICATION AND HEREBY RELEASE SUCH INDIVIDUALS, ORGANIZATIONS, AND THE VILLAGE OF ALGONQUIN FROM ANY AND ALL LIABILITY FOR ANY CLAIM OR DAMAGE RESULTING FROM THIS VERIFICATION PROCESS.

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT OMISSION OR MISREPRESENTATION OF FACTS MAY RESULT IN A REJECTION OF THIS APPLICATION, OR DISMISSAL FROM EMPLOYMENT IF SUBSEQUENTLY DISCOVERED. I UNDERSTAND AND AGREE THAT IF SELECTED AS AN EMPLOYEE, MY EMPLOYMENT WITH THE VILLAGE OF ALGONQUIN AND COMPENSATION CAN BE TERMINATED AT ANY TIME WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE AT THE OPTION OF EITHER THE VILLAGE OR MYSELF (EXCEPT FOR EMPLOYEES SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT). I FURTHER UNDERSTAND THAT NO DOCUMENT, INCLUDING BUT NOT LIMITED TO, THIS APPLICATION FOR EMPLOYMENT, A POLICY OR PROCEDURE MANUAL, OR A HANDBOOK, REPRESENTS AN EMPLOYMENT CONTRACT (EXCEPT FOR A COLLECTIVE BARGAINING AGREEMENT).

SIGNATURE

DATE

**Return completed application to: Village of Algonquin, Attn: Human Resources
2200 Harnish Drive, Algonquin, IL 60102
(second window in the Ganek Municipal Center)**

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Applications e-mailed, faxed, or submitted after the deadline will NOT be accepted.**