

RICHMOND TOWNSHIP ROAD DISTRICT

Application for Employment



2023

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Programs, services and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for this application or interview.

POSITION APPLYING FOR: _____

Full Name: _____

Address: _____ City: _____ State: ___ Zip: _____

Phone: _____ Cell: _____

Email: _____

Are you 18 years of age or older? _____

Date available to start: _____

Salary: _____

Do you have experience working for a Township ? _____

If yes when and where: _____

Are you a citizen or legally allowed to work in the United States? _____

Type of employment desired: Full time: _____ Part time: _____ Seasonal: _____

Have you ever pleaded “guilty” “no contest” or been convicted of a crime? _____

If yes, please give dates, disposition of case and police agency _____

Answering “yes” to this questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFACTIONS:

EDUCATION

List various school, including trade schools and other information requested.

Name of school _____

Address _____ City _____ State ____ Zip code _____

Number of years completed _____ Subject studied _____

Dates attended _____ graduated Yes _____ No _____

Name of school _____

Address _____ City _____ State ____ Zip code _____

Number of years completed _____ Subject studied _____

Dates attended _____ graduated Yes _____ No _____

Name of school _____

Address _____ City _____ State ____ Zip code _____

Number of years completed _____ Subject studied _____

Dates attended _____ graduated Yes _____ No _____

Name of school _____

Address _____ City _____ State ____ Zip code _____

Number of years completed _____ Subject studied _____

Dates attended _____ graduated Yes _____ No _____

DRIVING HISTORY

Do you hold a driver's license? yes _____ no _____

What class license do you hold? _____

Driver's license number _____

Has your state of issue license ever been suspended or revoked? Yes _____ no _____

Have you ever been refused a driver's license? Yes _____ no _____

Were you ever discharged or forced to resign do to misconduct or unsafe or unsatisfactory circumstances? yes _____ no _____

Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.

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PREVIOUS EMPLOYMENT

(Begin with most recent position. List all employment within the last 10 years.)

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

Dates of employment: Start ____ / ____ / ____ End ____ / ____ / ____

Position Held: _____

Company Name: _____

Address: _____

Phone number: _____

Responsibilities: _____

Reason for leaving: _____

Salary: _____ Do not contact this employer: _____

(Copy this page if more employment history is needed)

RESIDENCES

List your address for the least ten years, starting with your present address.

From (mo&year) _____ To (mo&year) _____

Address of residence _____

City, State & zip code _____

From (mo&year) _____ To (mo&year) _____

Address of residence _____

City, State & zip code _____

From (mo&year) _____ To (mo&year) _____

Address of residence _____

City, State & zip code _____

From (mo&year) _____ To (mo&year) _____

Address of residence _____

City, State & zip code _____

From (mo&year) _____ To (mo&year) _____

Address of residence _____

City, State & zip code _____

PERSONAL REFERENCE

Fill below the names of 3 adults not related to you. The names listed should be those people who have seen you frequently during the last year. All people to whom you refer will be asked to appraise your character, abilities, personality and other qualities.

Name _____

Address _____

Email _____ Phone _____

Business or occupation _____

How do you know them _____

Known since _____

Name _____

Address _____

Email _____ Phone _____

Business or occupation _____

How do you know them _____

Known since _____

Name _____

Address _____

Email _____ Phone _____

Business or occupation _____

How do you know them _____

Known since _____

I HERBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS OR FALSEIFICATIONS IN THIS QUESTIONNAIRE AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATION, OMISSIONS OR FALSEIFICATIONS ON THE QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH THE RICHMOND TOWNSHIP ROAD DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20____.

Signature in Full _____

We are an equal opportunity employer. This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement and all other personnel practices. Your job relate experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age or physical or mental handicap. All information provided in this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.

RICHMOND TOWNSHIP ROAD DISTRICT

AUTHORIZATION AND RELEASE OF LIABILITY FORM

I _____, hereby authorize the Richmond Township Road District and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the Richmond Township Road District.

I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I also covenant that for the consideration of my application, I agree not to sue the Richmond Township Road District, the commissioner, employees and agents for any injury, loss of damages as a result of such process including but not limited to personal injury, wrongful death, court costs, attorney fee and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the Richmond Township Road District, and its trustees, as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the Richmond Township Road District, I must maintain at all times a valid State of Illinois Driver's license, of the Class required to operate all vehicles of the Richmond Township Road District. I do further agree that my failure to maintain said driver's license will constitute reasons for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the district. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the district.