



Northern Moraine Wastewater Reclamation District APPLICATION FOR EMPLOYMENT

(Please Print Plainly in Ink)

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Date: ___/___/___

Name: _____
Last First Middle

Present Address: _____
Street City State ZIP

Home Phone: (___) ___ - ___ Cell Phone: (___) ___ - ___ E-mail: _____

Position Applied for: _____ Rate of Pay Expected: _____ per _____

Applying for (please check one): ___ Full-Time ___ Part-Time ___ Seasonal

If part-time or seasonal, please specify days and hours of availability (Example: Tues 1 p.m. to 6 p.m.):

Mon _____ Tues _____ Wed _____ Thurs _____

Fri _____ Sat _____ Sun _____

Please indicate the dates you are available to work. From: ___/___/___ To: ___/___/___

Were you previously employed by the Northern Moraine Wastewater Reclamation District? ___ Yes ___ No

If yes, Dates of Employment? ___/___/___ to ___/___/___

How were you referred to the Northern Moraine Wastewater Reclamation District? _____

Are you 16 years or older? ___ Yes ___ No Are you 18 years or older? ___ Yes ___ No

Under what name(s) have you been previously employed? _____

Have you ever been convicted of any violations of the law other than minor traffic violations? ___ Yes ___ No

If yes, please explain: _____

Conviction of a violation of the law is not an automatic bar to employment. Each case is considered on its own merits. Applicant is not required to disclose information regarding expunged or sealed records of convictions.



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EDUCATION

Name and Location of High School, Trade or Business School, or Colleges Attended	Degrees Earned or Expected	Major Courses Studied
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any special courses, seminars, workshops, etc. that might relate to the position you seek:

EMPLOYMENT INFORMATION

Is it OK if we check with your present supervisor? ___ Yes ___ No

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, compensation, etc.

Experience: (Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc.)

Name and Address of Employer	Job Title	Starting Date	Ending Date
_____	_____	_____	_____

Starting Salary Ending Salary Hours/Week Name, title, and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities: _____

Reasons for Leaving: _____



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Name and Address of Employer Job Title Starting Date Ending Date

Starting Salary Ending Salary Hours/Week Name, title, and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities: _____

Reasons for Leaving: _____

Name and Address of Employer Job Title Starting Date Ending Date

Starting Salary Ending Salary Hours/Week Name, title, and phone number (if known) of immediate supervisor

Description of Duties and Responsibilities: _____

Reasons for Leaving: _____

MILITARY SERVICE

Branch: _____ From: ____/____/____ To: ____/____/____

Duties: _____

Were you dishonorably discharged? Yes: _____ No: _____



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PROFESSIONAL REFERENCES

List the names, addresses, and phone numbers of three persons who are not related to you and who you would have knowledge of your qualifications for the position(s) for which you are applying, such as supervisors, co-workers, teachers, etc.

Name	Address	Phone Number

SPECIAL QUALIFICATIONS

List or describe special qualifications, 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.)

If hired, can you prove you are legally permitted to work in the United States? ____ Yes ____ No

Acknowledgement

Please read carefully

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the Northern Moraine Wastewater Reclamation District hires me, my employment will be at-will, meaning that either I or the Northern Moraine Wastewater Reclamation District can terminate it at any time for any reason.

I authorize the Northern Moraine Wastewater Reclamation District to make inquiries concerning my character, employment record and other matters to verify my suitability for employment and release to the Northern Moraine Wastewater Reclamation District all my education records, all information related to my present and former employment, and all other records related to the information I have provided in this application. I waive any right I may have to be notified by any individuals and organizations named in my application for employment prior to the release of any information to the Northern Moraine Wastewater Reclamation District, including the release of information concerning any disciplinary action taken against me by former employers. I release the Northern Moraine Wastewater Reclamation District and any individuals it contacts from any claims arising from making or responding to such inquiries.

I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

I agree to submit to a pre-employment physical and/or drug screen if required by the Northern Moraine Wastewater Reclamation District and understand that any offer of employment is contingent upon successfully passing the test(s) if so required.

Signed: _____ Date: ____/____/_____

THE NORTHERN MORaine WASTEWATER RECLAMATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS RECEIVE EQUAL CONSIDERATION REGARDLESS OF THEIR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR OTHER CATEGORY PROTECTED BY LAW.

Return completed application to: Northern Moraine Wastewater Reclamation District, Attn: Manager P.O. Box 240, Island Lake, IL 60042