

PROFESSIONAL REFERENCES

List below the names of three non-relatives we may contact (preferably work related) whom you have known for at least one year.

NAME	ADDRESS	PHONE #	BUSINESS	YEARS ACQUAINTED
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

GENERAL INFORMATION

Have you ever been convicted of a crime or violation other than minor traffic offense: YES NO
(The applicant should not disclose any information about arrest or conviction records that have been expunged or sealed. A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as job relationship, age and date of conviction, seriousness and nature of the crime and rehabilitation will be considered. If yes, please provide details (dates and location for all convictions.)

After reviewing the relevant job description for the position to which you are applying, do you understand the essential job functions?
 YES NO

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?
 YES NO

Please state any reasonable accommodations you believe can be made to ensure that all essential job functions can be performed.

Please use separate sheet of paper for additional comments.

AFFIRMATIVE ACTION STATEMENT

It shall be the policy of the Village of Bloomingdale to maintain and promote equal employment opportunity in all phases of employment (selection, requirement, promotions and salaries). Employees will be judged on the basis of merit without discrimination based upon race, color, creed, religion, sex, age, mental/physical disability or other protected status.

“I certify that the facts contained in this application are true and complete to the best of my knowledge and also understand that written acknowledgement of the ability to perform all essential functions of the job being applied for binds an individual to successfully perform such functions. Any falsification or misrepresentations are grounds for not being hired or immediate dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.”

DATE _____ SIGNATURE _____