



## Village of Kingston

101 E. Railroad Street  
Kingston, IL 60145  
Email: [treasurer@villageofkingston.org](mailto:treasurer@villageofkingston.org)

Phone: 815-784-5572  
Fax: 815-784-4398  
Website: [villageofkingston.org](http://villageofkingston.org)

### Employment Application

The Village of Kingston is an Equal Opportunity Employer and therefore prohibits discrimination against any applicant on the basis of that person's race, color, religion, sex, national origin, political affiliation, age, handicap, or any other non-merit factor, except when specific occupational qualifications are necessary for proper and efficient administration.

*Please print clearly*

NAME \_\_\_\_\_ Date \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ How long have you lived there? \_\_\_\_\_

SOCIAL SECURITY NO. (last 4 digits) xx-xxx-\_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ CDL Yes \_\_\_\_\_ No \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

Are you a U. S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, are you a legal resident? Yes \_\_\_\_\_ No \_\_\_\_\_ ID Number \_\_\_\_\_

Have you ever been convicted of a felony within the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

Have you used any names or social security numbers other than those shown above? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

Are you employed now? Yes \_\_\_\_\_ No \_\_\_\_\_  
May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you presently, or during the past six months have you been under a physician's care or in the hospital?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

Do you have any reason to believe you have any disabilities, which may disqualify you for the position applied for? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

Have you ever been compensated for, or do you currently have outstanding, a job-related injury or claim?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_



This application is just that – an application. It isn't an offer, promise, or contract of employment, either expressed or implied. All employees are "at will" employees, which means that employees can terminate the employment relationship at any time, for any or no reason and the Village of Kingston reserves the same right. The Village of Kingston will not, and employees should not, interpret any verbal or written statement, policies, practices, or procedures as altering their "at will" status.

I certify that all statements made on this application are true and correct. I understand that a false answer to any question(s) may be the grounds for non-employment or dismissal after hiring. I authorize the Village of Kingston to conduct or participate in an investigation of my personal background, work history and police record as may be necessary to verify the information provided in this application and to determine my fitness to hold the position for which I have applied. I authorize that present and past employer, if so indicated on, or with this application, may provide the Village of Kingston with information concerning my employment with them.

An offer of employment is contingent upon applicant passing or holding a CDL License and passing a drug test for positions that require them.

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Applicant Signature

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Date