



118 West Cook Avenue  
Libertyville, IL 60048  
(847) 362-2430

## VILLAGE OF LIBERTYVILLE - EMPLOYMENT APPLICATION

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*The Village of Libertyville is an Equal Opportunity Employer.*

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*Our Village government accepts for employment and promotes its employees without regard to race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to ability of an individual, or and unfavorable discharge from military service, and bases appointments and promotions on merit, experience, and other qualifications applied fairly to all applicants and in accord with state and federal law. All information contained in or connected with this application will be considered confidential and used only in conjunction with possible employment with the Village of Libertyville. Please furnish complete information as outlined in this application. Please use a typewriter or ink.*

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**INSTRUCTIONS:** Fill out this application completely and accurately. If your application is made out properly it may increase your chances of employment. All statements in your application are subject to verification. **Incorrect statement(s) will bar or remove you from employment.** If writing space is inadequate, use an additional sheet and identify information by question number. (Appendix A - Police application only). Use the term "DNA" (does not apply) if question does not apply.

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NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Last                      First                      Middle

Have you ever been known by another name, if yes please list: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ Years at Present Address: \_\_\_\_\_  
                    \_\_\_\_\_ Telephone: Home \_\_\_\_\_  
                    City                      State                      Zip Code                      Work \_\_\_\_\_

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Driver's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Specific Days and Hours: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Have you read the job description and the essential job functions for which you are applying?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any relatives employed by the Village, if yes please list: \_\_\_\_\_

Education: Circle years of school successfully completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21

Education History:

Type of School	Name & Address	How Many Years Attended?	Graduated Yes or No	Course/Major
High School				
College				
Post Graduate				
Business/Trade				
Other				

Employment History:

May we contact your present employer? Yes \_\_\_ No \_\_\_

Employer's Name & Address	Start & Leave Date	Starting & Ending Salary	Job Title & Work Description	Reason for Leaving	Supervisor's Name, Title & Phone #
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				
	From:				
	To:				

If you have served in the armed forces, provide the following information: (Please note that an unfavorable discharge is not an absolute bar from employment and other factors will affect the employment decision to hire or not to hire).

Branch of Service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Discharge (Please select one): Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Specialist schools, and commendations received in the military, if yes, please list: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Present Military Affiliation: None \_\_\_\_\_ Inactive Reserves \_\_\_\_\_ Active Reserves \_\_\_\_\_

\_\_\_\_\_

Special Skills:

To be completed by applicants for office/clerical positions		To be completed by applicants for Public Works positions	
Typing	Words per minute	Type of tools/machines/vehicles operated	Years experience
Dictation	Words per minute		
Computer Skills			

List any experiences, skills, or qualifications that you believe would especially fit you for work for the Village (example: additional language(s) spoken):? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

References:

Name & Address	Home Phone	Occupation & Work Address Please Indicate Relationship	Work Phone

Please list activities, and interests, but exclude activities that indicate, race, religion, creed, color or national origin:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ If yes, on what jobs: \_\_\_\_\_

\_\_\_\_\_

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that all answers to questions on this application are true and I understand that they may be verified, and any misstatement of material fact will cause forfeiture of right of employment.

\_\_\_\_\_  
Signature of Applicant

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We would appreciate knowing how you heard about this position:

Newspaper Ad \_\_\_\_\_ (Name of Newspaper) Friend \_\_\_\_\_ Other \_\_\_\_\_ (Specify)

For office use only	Date Employed: _____
	Department: _____
	Salary: _____
	Position: _____