



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

VILLAGE OF LIBERTYVILLE - EMPLOYMENT APPLICATION

The Village of Libertyville is an Equal Opportunity Employer.

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.

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.

NAME: _____ Date: _____
 Last First Middle

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

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

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

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: _____ |