

VILLAGE OF LINCOLNSHIRE

Application for Non-Police Employment

(Please Print Clearly)

PERSONAL

Date _____

Name _____
Last First Middle

Email _____ Cell Phone No. _____

Address _____ Telephone No. _____
Street

_____ City _____ State _____ Zip _____
 Are you legally eligible for employment in the U.S.A.? Yes _____ No _____ (if yes, verification will be required)

Are you of the legal age to work? _____ Position(s) applied for _____

Were you previously employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage)

How did you learn about this job opening? _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Last Yr. Completed	Did You Graduate?	Degree			
Elementary	_____	_____	5	6	7	8	Yes <input type="checkbox"/>	
	_____	_____					No <input type="checkbox"/>	
	_____	_____						
High	_____	_____	1	2	3	4	Yes <input type="checkbox"/>	
	_____	_____					No <input type="checkbox"/>	
	_____	_____						
College	_____	_____	1	2	3	4	Yes <input type="checkbox"/>	
	_____	_____					No <input type="checkbox"/>	
	_____	_____						
Other (Specify)	_____	_____	1	2	3	4	Yes <input type="checkbox"/>	
	_____	_____					No <input type="checkbox"/>	
	_____	_____						

List below present and past employment, beginning with your most recent

1. Name and Address of Company and Type of Business	From	To	Salary Start	Salary End	Reason for Leaving?
			\$	\$	
	Job Title & Duties:				
Telephone:					
Name of Supervisor:					
2. Name and Address of Company and Type of Business	From	To	Salary Start	Salary End	Reason for Leaving?
			\$	\$	
	Job Title & Duties:				
Telephone:					
Name of Supervisor:					
3. Name and Address of Company and Type of Business	From	To	Salary Start	Salary End	Reason for Leaving?
			\$	\$	
	Job Title & Duties:				
Telephone:					
Name of Supervisor:					
4. Name and Address of Company and Type of Business	From	To	Salary Start	Salary End	Reason for Leaving?
			\$	\$	
	Job Title & Duties:				
Telephone:					
Name of Supervisor:					

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed _____

PERSONAL REFERENCES (not former employers or relatives)

Name and Occupation	Address	Telephone Number

Please note that, later in the application process, you may be asked whether you have been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court. In this regard, please note that the Applicant is not obligated to disclose expunged juvenile records of adjudication, conviction or arrest, nor is the Applicant obligated to disclose whether he or she has had a juvenile record expunged.

You have been given a written job description listing essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following questions. Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied?

If no, list the function(s) you are unable to perform.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than the Village Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by the Village Manager.

Signature of Applicant _____