



Village of Skokie

APPLICATION FOR EMPLOYMENT

5127 Oakton Street
Skokie, IL 60077

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or any other legally protected status. Those applicants requiring accommodation to the application and/or interview process should notify the Personnel Office.

Please type or print in ink.

Position(s) applied for: _____ Date of Application: _____

Referral Source: Advertisement Employee Relative School Walk-In
 Private Employment Agency Skokie Website Other

Name of source (if applicable): _____

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip Code

HOME # () _____ CELL # () _____

Have you ever been employed here before? Yes No If yes, give date and reason for leaving:

Are you 18 years of age or older? Yes No

Type of employment desired: Full Time Part Time

Date available for work: _____

Are you a citizen of the United States? Yes No

Are you lawfully permitted to become employed in this country? Yes No
(Proof of eligibility required within three (3) days of date hired.)

Have you been convicted of a felony? Yes No

(Such conviction will not automatically bar you from employment.)

If yes, please explain:

If driving a vehicle is a requirement of the job being applied for, please provide:

Driver's License #: _____ Class: _____ State: _____

- An Equal Opportunity Employer -

EDUCATION

School	Name and Address	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Work			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job – related functions for the position you are applying.

List professional, trade, business, or civic associations and any offices held.

Please provide any other information you think would be helpful to us in considering you for employment, such as additional work experience, publications, activities, accomplishments, etc.

EMPLOYMENT HISTORY

List all jobs you have held for the last 10 years, including periods of unemployment. List most recent job first. Attach a separate sheet if needed.

Employer: _____ Dates Employed: From: _____ To: _____
Address: _____ Telephone: _____
City and State: _____ Annual Salary: \$ _____
Job Title: _____
Work Performed:

Reason for Leaving: _____
Supervisor/Title: _____ May we contact? _____

Employer: _____ Dates Employed: From: _____ To: _____
Address: _____ Telephone: _____
City and State: _____ Annual Salary: \$ _____
Job Title: _____
Work Performed:

Reason for Leaving: _____
Supervisor/Title: _____ May we contact? _____

Employer: _____ Dates Employed: From: _____ To: _____
Address: _____ Telephone: _____
City and State: _____ Annual Salary: \$ _____
Job Title: _____
Work Performed:

Reason for Leaving: _____
Supervisor/Title: _____ May we contact? _____

Please explain any gaps/periods of non-employment:

REFERENCES

List name and telephone number of at least three references who are not related to you and not a direct supervisor.

Name/Relationship	Telephone	Years Known
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	()	
	()	
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**IMPORTANT
PLEASE READ THE FOLLOWING CAREFULLY**

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and shall be grounds for immediate discharge if I am hired. I further understand that this application is not intended to be a contract of employment.

I authorize investigation of all statements in this application as may be necessary in arriving at an employment decision. I hereby release from liability the Village of Skokie and its representatives for seeking, gathering, or using such information and all other persons, corporations, or organizations for furnishing such information.

I also understand that, if hired, I am required to abide by all rules, ordinances, and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant

Date

