



**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<br><input type="checkbox"/> No |                        |
| College         |                  |                 | 1 2 3 4             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
| Graduate Work   |                  |                 | 1 2 3 4             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                        |
| Other (Specify) |                  |                 | 1 2 3 4             | <input type="checkbox"/> Yes<br><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.

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

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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.

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**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**

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

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| Name/Relationship | Telephone | Years Known |
|-------------------|-----------|-------------|
|                   | ( )       |             |
|                   | ( )       |             |
|                   | ( )       |             |
|                   | ( )       |             |

**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.

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Signature of Applicant

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Date

