



EMPLOYMENT APPLICATION

290 Evergreen Drive
Vernon Hills, IL 60061
Phone (847) 367-3700
Fax (847) 367-2541
www.vernonhills.org

Last Name	First Name	M.I.	Position Applying For
Street Address		Apt/Unit #	
City	State	ZIP Code	
Primary Phone		Email	

GENERAL

Can you perform the essential functions of this job with or without reasonable accommodations?	Yes	No	If no, please explain:
Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job?	Yes	No	If yes, please explain:
Have you ever worked under another name?	Yes	No	List names and relationship:
Are you a citizen of the United States or legally authorized to work in the United States? (<i>Proof of citizenship or eligibility to work in the US required within three (3) days of date hired</i>)	Yes	No	If no, please explain:
Have you ever worked for the Village of Vernon Hills before?	Yes	No	If yes, please include dates of employment and position title:
Do you have any friends or relatives currently employed by the Village?	Yes	No	If yes, please include dates of employment and position title:
Driver's license (<i>for positions requiring driving</i>): Class: ____ Number: _____ State: ____	Which of the following would you be willing to work? Evenings ____ Nights ____ Weekends ____ Holidays ____		
Date you can start, if hired?	How did you learn of this position?		

EMPLOYMENT HISTORY

Starting with the present or most recent, please enter at least 10 years of work history. Include self-employment and summer and part-time jobs. If more space is required, please continue on the back of this sheet. You may attach a resume, but the application must be completed as well.

May we contact your present employer? _____ **Yes** _____ **No**

Most Recent or Present Company Name		Position Title	Hours per week
Street address		Brief description of job duties	
Phone			
City	State Zip code		
Supervisor's name			
Phone			
Began employment	Ended employment		
Reason for leaving			

Company Name		Position Title	Hours per week
Street address		Brief description of job duties	
Phone			
City	State Zip code		
Supervisor's name			
Phone			
Began employment	Ended employment		
Reason for leaving			

Company Name		Position Title	Hours per week
Street address		Brief description of job duties	
Phone			
City	State Zip code		
Supervisor's name			
Phone			
Began employment	Ended employment		
Reason for leaving			

U.S. MILITARY RECORD

Branch of service	Date Entered	Date Separated
Rank at Discharge	Type of Discharge	
Military specialty or assignment		
Present military affiliation _____ None _____ Inactive reserve _____ Active reserve		

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EDUCATIONAL HISTORY

GRAMMAR AND HIGH SCHOOL

Highest grade completed in school	Name and location of high school	Did you graduate? ___ Yes ___ No ___ GED
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COLLEGE/UNIVERSITY

Name and location of school	Credits Earned	Major Course or Subject	Degree Earned

SKILLS & CERTIFICATIONS

Please list any Professional Certifications of Licenses	
Please list any office or other skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.	

PLEASE PROVIDE 3 PROFESSIONAL REFERENCES:

NAME	OCCUPATION	EMAIL	PHONE

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to employment. I can substantiate any statements made. I authorize the Village of Vernon Hills to investigate and verify the information provided herein and to conduct a background check on my personal history and work record, including the provision by the Police Department of information regarding any felony convictions listed under my name which may be on file. I hereby release the Village and Police Department from any liability or damage whatsoever which may result because of furnishing such information. I understand the acceptance of an offer of employment does not create a contractual obligation upon the employer.

Signature

Date

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VOLUNTARY SELF IDENTIFICATION SECTION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, veteran/reserve/national guard for any other similarly protected status. In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. This information will be used and kept confidential in accordance with applicable laws and regulations and will be filed separately from the application.

GENDER

- Male
- Female
- Prefer not to answer

ETHNICITY

- American Indian of Alaskan Native
- Asian
- Hispanic or Latino
- Black or African American
- White
- Native Hawaiian or other Pacific Islander
- Two or more races
- Prefer not to answer

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