



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, gender identity, sexual orientation, pregnancy, national origin, age, disability, military/veteran status, marital status, genetic information or any other legally protected status. Applicants requiring a reasonable 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: _____

NAME: _____
Last First Middle

ADDRESS: _____
Street City State Zip Code

HOME # () _____ CELL # () _____

EMAIL ADDRESS: _____

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: _____

Do you presently have any relatives employed by the Village of Skokie? Yes No
Name(s) _____

Are you a citizen or an alien authorized by the U.S. Citizenship and Immigration Services to work in the United States? Yes No

Have you been convicted of a felony? Yes No

Such conviction will not automatically bar you from employment. When answering this question do not include convictions which have been sealed, expunged, pardoned, and/or impounded. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered in assessing qualifications for employment. Applicants may be requested to provide additional information regarding criminal convictions to assist the Village in evaluating qualifications for employment in the position sought.

If yes, please explain:

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

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

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: _____ Full Time Part Time
Work Performed: _____

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

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

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

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Address: _____ Telephone: _____
City and State: _____ Annual Salary: \$ _____
Job Title: _____ Full Time Part Time
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
	()	
	()	
	()	
	()	

IMPORTANT PLEASE READ THE FOLLOWING CAREFULLY

I certify that all information provided by me on this Application is true and complete to the best of my knowledge, and that I have not withheld any information that would, if disclosed, affect this application unfavorably. I understand that if I have provided any false, misleading or incomplete information in this application I may be denied employment or terminated from employment with the Village at any time, including after any period of probation, regardless of when the Village discovers my false, misleading or incomplete statement.

I specifically consent to the disclosure of information which may be covered by a settlement agreement or other "confidentiality" provision entered into with my former employers, and I waive my rights to enforce any such prior confidentiality agreement against my former employer with regard to this disclosure. I agree to waive any claim or action in law or equity and release from any claim of liability by me whatsoever, against the Village of Skokie, its officers, agents and employees and any of the persons or entities listed by me on this application and their officers, agents and employees arising from the investigation, verification, providing or use of information authorized or requested pursuant to my application for employment with the Village.

I understand that I may be required as a condition of employment to submit to a pre-employment drug and/or alcohol test, physical examination (depending on position sought) and/or a job-related ability test(s), and I hereby consent to such tests as may be required to make a decision on my employment. I understand that this application is not, nor is it intended to be, a contract of employment. I understand that unless specifically provided by written agreement authorized and signed at the direction of the Village Board, my employment with the Village is at-will, meaning that either I or the Village can terminate employment at any time for any reason. If hired, I agree to abide by all applicable Village rules and regulations which are subject to modification by the Village.

I hereby acknowledge that I have read the above Certification and Authorization and fully understand it prior to affixing my signature below.

By checking this box it acts as my signature; I acknowledge all the information contained herein is true and accurate to the best of my knowledge.

Signature of Applicant

Date