



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 Human Resources Department.

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
If yes, name(s): _____

Are you authorized by the United States Citizenship and Immigration Services to work in the United States?
 Yes No

Have you been convicted of a felony? Yes No

A criminal conviction will not automatically bar you from employment. When answering this question, do not include any conviction information which has been sealed, expunged, pardoned, and/or impounded. Applicants are advised that they are not obligated to disclose expunged juvenile records of adjudication or arrest. Once a determination has been made that an applicant is otherwise qualified, the Village of Skokie will engage in an interactive assessment with any Applicant that may have a conviction that has a substantial relationship to the position to which the Applicant applied and/or there is an "unreasonable risk" to property or to the safety or welfare of individuals, or the general public. In accordance with applicable law, appropriate notifications will be provided.

If yes, please explain:

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

Driver's License #: _____ Class: _____ State: _____
August 2021

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. Include any periods of unemployment. List most recent job first. Attach a separate sheet if necessary.

Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

City and State: _____

Job Title: _____ Full Time Part Time

Work Performed:

Reason for Leaving: _____

Supervisor/Title: _____ May we contact? _____

Telephone: _____

Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

City and State: _____

Job Title: _____ Full Time Part Time

Work Performed:

Reason for Leaving: _____

Supervisor/Title: _____ May we contact? _____

Telephone: _____

Employer: _____ Dates Employed: From: _____ To: _____

Address: _____

City and State: _____

Job Title: _____ Full Time Part Time

Work Performed:

Reason for Leaving: _____

Supervisor/Title: _____ May we contact? _____

Telephone: _____

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