

# VILLAGE OF LINCOLNSHIRE

## Application for Employment

(Please Print Clearly)

### PERSONAL

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  

Last
First
Middle

Email Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  

Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, verification will be required)

Are you of the legal age to work? \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage)

\_\_\_\_\_  
 \_\_\_\_\_

How did you learn about this job opening? \_\_\_\_\_

### RECORD OF EDUCATION

School	Address of School	Name and	Course of Study	Last Yr. Completed				Did You Graduate? Circle One	Degree
				5	6	7	8		
Elementary									
High									
College									
Other (Specify)									

**List below present and past employment, beginning with your most recent**

<b>1. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<i>Telephone:</i>					
<i>Name of Supervisor:</i>					
<b>2. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<i>Telephone:</i>					
<i>Name of Supervisor:</i>					
<b>3. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<i>Telephone:</i>					
<i>Name of Supervisor:</i>					
<b>4. Name and Address of Company and Type of Business</b>	<b>From</b>	<b>To</b>	<b>Salary Start</b>	<b>Salary End</b>	<b>Reason for Leaving?</b>
			\$	\$	
	<b>Job Title &amp; Duties:</b>				
<i>Telephone:</i>					
<i>Name of Supervisor:</i>					

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed \_\_\_\_\_

**PERSONAL REFERENCES (not former employers or relatives)**

Name and Occupation	Address	Telephone Number

Have you been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? Please describe \_\_\_\_\_

You have been given a written job description listing essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following questions.

Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied? \_\_\_\_\_

If no, list the function(s) you are unable to perform. \_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant \_\_\_\_\_