

TODAY'S DATE: \_\_\_\_\_

POSITION APPLYING FOR \_\_\_\_\_

TITLE: \_\_\_\_\_

APPLICANT INFORMATION		
Last Name	First name	M.I.
Street Address		Apartment/Unit #
City	State	Zip
Home Phone	Cell Phone	E-mail
Date Available	Social Security No.	Desired Salary

Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>	If "NO", are you authorized to work in the U.S.? (If hired, you will be required to provide documentation of eligibility). YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Village of Round Lake Park?	If so, when?
Have you ever been convicted of an offense other than a minor traffic violation?(Do not include convictions while a minor and/or convictions sealed by Court order).	If yes, explain:
*If yes, please state nature of offense(s), date(s), city, state and disposition. A conviction record is not an automatic bar to employment. The nature, recency and disposition of an offense will be considered only as it relates to the job for which applying.	
Have you ever had a lawsuit filed against you resulting in either settlement or judgment being entered?	If yes, explain:
Has a previous employer ever had a lawsuit filed against him/her/it because of you resulting in either settlement or judgment being entered?	If yes, explain:

EDUCATION		
Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12	College: 1 2 3 4	Post Grad Work: ___Yrs
<b>High School</b>	Name	
Address		
From: _____ To: _____ MO./YR. MO./YR.	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>College(s)</b>	Name	
Address		
From: _____ To: _____ MO./YR. MO./YR.	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Major/Minor
Degree or Certificate and Date of Graduation		

<b>Business, Technical or Certificate Programs</b>	Name
Address	
From: _____ To: _____ MO./YR. MO./YR.	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Major/Minor
Degree or Certificate and Date of Graduation	

**EXPERIENCE** – Please account for all employment within the last eight years beginning with your current or most recent employer. In addition, please indicate any other experience that you feel is relevant to the position for which you are applying, (e.g. volunteer or military experience, etc.). Attach a additional pages as needed.

NOTE: All sections of this application must be completed even if resume is attached.

<b>Name of Employer</b>	Phone Number	
Address	Supervisor's Name/Title	
Job Title	Starting Salary \$	Ending Salary \$
Description of Duties		
From: _____ To: _____ MO./YR. MO./YR.	Reason for Leaving	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>Name of Employer</b>	Phone Number	
Address	Supervisor's Name/Title	
Job Title	Starting Salary \$	Ending Salary \$
Description of Duties		
From: _____ To: _____ MO./YR. MO./YR.	Reason for Leaving	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>Name of Employer</b>	Phone Number	
Address	Supervisor's Name/Title	
Job Title	Starting Salary \$	Ending Salary \$
Description of Duties		
From: _____ To: _____ MO./YR. MO./YR.	Reason for Leaving	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>EMPLOYMENT RECORD</b>				
Have you ever been terminated or forced to resign from a job for any reason? If "YES", begin with the most recent occurrence and go backward providing date fired or resigned and other information requested below.				
MO/YR	Specify Reason	Employer's Name & Address	State	Zip Code

<b>MILITARY SERVICE</b>	
Branch	From: _____ To: _____ MO./YR. MO./YR.
Rank at time of Discharge	Type of Discharge
If other than honorable, explain:	

<b>OTHER INFORMATION</b>	
Do you possess a valid Illinois driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> License # _____	Circle Class: A B C D
Are you fluent in any language in addition to English? If so, please specify your skills below.	
Language: _____ Understand <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/>	
Are you related to, or have a friendship with any elected/appointed officer or employee of the Village of Round Lake Park?	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>PERSONAL REFERENCES (Not former employers or relatives)</b>			
Name	Address	Phone	Occupation

<b>DISCLAIMER AND SIGNATURE (READ CAREFULLY BEFORE SIGNING)</b>
I understand that my signature below and the information I have establishes no obligation on the part of the Village of Round Lake Park or its agencies to employ me. There has been no implied or expressed guarantee that my completion of this application will necessarily result in my employment. I authorize the Village of Round Lake Park or their agent to make any investigation and receive information relevant to my suitability for employment. I agree that if any misrepresentation has been made by me or the results of such investigations are not satisfactory in the judgment of the Village of Round Lake Park, any offer of employment may be withdrawn or my employment terminated immediately without any obligation or liability to me other than for payment, at the rate agreed upon for services actually rendered. I further authorize any of my references, schools or military authorities to furnish information requested by the Village of Round Lake Park and thereby release all such information on record to the Village of Round Lake Park. All statements made in this application may be verified, including checks of police records and former employers.

Signature: _____ Date: _____
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**EQUAL EMPLOYMENT OPPORTUNITY FORM**

TODAY'S DATE: \_\_\_\_\_

POSITION APPLYING FOR

TITLE: \_\_\_\_\_

APPLICANT INFORMATION		
Last Name	First name	M.I.
Street Address		Apartment/Unit #
City	State	Zip
Home Phone	Cell Phone	E-mail
Social Security No.		

Voluntary Information
In order to comply with federal regulations in the area of Equal Opportunity Employment, employers must have data available on applicant flow patterns (41 CFR 60-2.12, 60-741.5, 60-250.5). For this reason, we would appreciate your voluntary cooperation in providing the following information. This information will be treated confidentially and will not result in adverse treatment of any individual. This information may be provided to government officials investigating our contract compliance status.
RACIAL OR ETHNIC GROUP
GENDER

For VORLP Office Use Only	
Forms Attached: <input type="radio"/> Cover Letter <input type="radio"/> Application <input type="radio"/> Resume <input type="radio"/> References	
REVIEWED BY:	DATE:
Remarks:	

THE VILLAGE OF ROUND LAKE PARK IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER.

WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. NO APPLICANT FOR EMPLOYMENT SHALL BE DISCRIMINATED AGAINST BECAUSE OF AGE, RACE, COLOR, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, OR DISABILITY.