



118 West Cook Avenue
Libertyville, IL 60048
(847)-362-2430

VILLAGE OF LIBERTYVILLE – EMPLOYMENT APPLICATION

The Village of Libertyville is an Equal Opportunity Employer

Our Village government accepts for employment and promotes its employees without regard for race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to the ability of an individual, or an unfavorable discharge from military service, and bases appointments and promotions on merit, experience, and other qualifications applied fairly to all applicants and in accord with state and federal law. All information contained in or connected with this application will be considered confidential and used only in conjunction with possible employment with the Village of Libertyville. Please furnish complete information as outlined in this application. Please use a computer or ink.

INSTRUCTIONS: Fill out this application completely and accurately. If your application is made out properly it may increase your chances of employment. All statements in your application are subject to verification. **Incorrect statement(s) will bar or remove you from employment.** If writing space is inadequate, use an additional sheet and identify information by question number. (Appendix A – Police application only). Use the term “DNA” (does not apply) if the question does not apply.

NAME: _____ Date: _____
Last First Middle

Have you ever been known by another name, if yes please list: _____

ADDRESS: _____ Years at Present Address: _____
City State Zip code Telephone: Home _____
Email: _____ Cell _____

Driver’s License N.: _____ Class: _____ Expires: _____

Position Applied For: _____ Social Security No.: _____

Sports Complex/Recreation Applicants: Are you at least 16 years old? Yes ___ No ___
(If no, you may be required to provide authorization to work)

Full Time: ___ Part Time: ___ Specific Days and Hours: _____

Date Available for Work: _____

Have you read the job description and the essential job functions for which you are applying?

Yes ___ No ___

Do you have any relatives employed by the Village, if yes please list:

Education: Years of school successfully completed: _____

Education History:

Type of School	Name & Address	How Many Years Attended?	Graduated Yes or No	Course/ Major
High School				
College				
Post Graduate				
Business/Trade				
Other				

Employment History

May we contact your present employer? Yes ___ No ___

Employer's Name & Address	Start & Leave Date	Job Title & Work Description	Reason for Leaving	Supervisor's Name, Title & Phone #
	From:			
	To:			
	From:			
	To:			
	From:			
	To:			

If you have served in the armed forces, provide the following information: (Please note that an unfavorable discharge is not an absolute bar from employment and other factors will affect the employment decision to hire or not to hire).

Branch of Service: _____ From: _____ To: _____

Type of Discharge (Please select one): Honorable _____ Dishonorable _____

Rank at Discharge: _____

Specialist schools, and commendations received in the military, if yes, please list: _____

Present Military Affiliation: None _____ Inactive Reserves _____ Active Reserves _____

Special Skills:

To be completed by applicants for office/ clerical positions:		To be complete by applicants for Public Works position:	
Typing	Words per minute	Type of tools/machines/vehicles operated	Years Experience
Computer Skills			

List any experiences, skills, or qualifications that you believe would especially fit you for work for the Village (example: additional language(s) spoken):? _____

References:

Name & Address	Home or Cell Phone	Occupation & Work Address Please Indicate Relationship	Work Phone

Have you ever been bonded? ____ If yes, on what jobs: _____

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that all answers to questions on this application are true and I understand that they may be verified, and any misstatement of material fact will cause forfeiture of right of employment.

Signature of Applicant

We would appreciate knowing how you heard about this position:

Village of Libertyville website _____ Friend _____ Other _____
(Specify)

For office use only	Date Employed: _____
	Department: _____
	Salary: _____
	Position: _____