

NAME OF APPLICANT \_\_\_\_\_ JOB APPLIED FOR \_\_\_\_\_ DATE \_\_\_\_\_



440 EAST HAWLEY STREET  
MUNDELEIN, IL 60060  
(847) 949-3200

## EMPLOYMENT APPLICATION

<b>NAME:</b>			
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>TELEPHONE:</b>	<b>SOCIAL SECURITY NUMBER:</b>		
<b>YEARS AT PRESENT ADDRESS:</b>			

<b>POSITION APPLIED FOR:</b>		
<b>FULL TIME:</b>	<b>PART TIME:</b>	
<b>DAYS AND HOURS OF AVAILABILITY:</b>		
<b>*DRIVER'S LICENSE NO.:</b>	<b>CLASS:</b>	<b>EXP. DATE:</b>

(\*Only if job applied for requires use of municipal vehicle (Public Works, Engineering, Building Inspector, Police or Fire)

Have you ever been employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been convicted of an offense other than a minor traffic violation?  Yes  No  
(Do not include convictions while a minor and/or convictions sealed by court order)

If yes, please state nature of offense(s), date(s), city, state, and disposition. A conviction record is not an automatic bar to employment and the nature, recency, and disposition of an offense will be considered only as it relates to the job for which you are applying

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a United States citizen?  Yes  No

If you are not a citizen of the United States, have you the legal right to work in the United States?

Yes  No

(If hired, documentation of eligibility is required)

Have you ever been bonded?  Yes  No If yes, on what job(s)? \_\_\_\_\_

Do you currently have a relative working for the Village of Mundelein?  Yes  No

If yes, what is the employee's name: \_\_\_\_\_

**LIST PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT:**

1. Company Name \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Company Address \_\_\_\_\_ Final Pay \_\_\_\_\_  
 Type of business \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Description of work \_\_\_\_\_  
 \_\_\_\_\_
2. Company Name \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Company Address \_\_\_\_\_ Final Pay \_\_\_\_\_  
 Type of business \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Description of work \_\_\_\_\_  
 \_\_\_\_\_
3. Company Name \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
 Company Address \_\_\_\_\_ Final Pay \_\_\_\_\_  
 Type of business \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_  
 Description of work \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION AND TRAINING:**

Circle the highest grade or year completed in school: 5 6 7 8 9 10 11 12

Have you passed a high school equivalency or G.E.D. test?  Yes  No  Not applicable

Circle the number of years in college or university: 1 2 3 4 5 6 7 8

<i>Please list schools attended below. (Indicate Q for Quarter Hours; S for Semester Hours)</i>						
Name and location of last school attended	Dates Attended		Credits Earned	Major Field	GPA Base	Degree Conferred and Year
	From	To				
High School						
Colleges						
Business, Technical, or Certificate Programs						
Professional Registration(s), License(s) and/or Certificate(s):						

Additional training that relates to the position applied for: \_\_\_\_\_

Computer skills: \_\_\_\_\_

Are there any other experiences or skills which you feel would especially qualify you to work for the Village?

\_\_\_\_\_

Have you read the job description and the essential job functions for the job for which you are applying?  Yes  No

**PROFESSIONAL REFERENCES :**

Name and Occupation

Address

Phone No.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PERSONAL REFERENCES :**

Name and Occupation

Address

Phone No.

1. \_\_\_\_\_
2. \_\_\_\_\_

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make an investigation of my personal history. I understand that a valid driver's license is required prior to operating any Village vehicle or equipment.

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

\_\_\_\_\_  
Date

INTERVIEW NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____
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