



APPLICATION FOR EMPLOYMENT

Ten S. Seymour
847-223-8515

The Village of Grayslake is an Equal Opportunity Employer.

The Village of Grayslake accepts for employment and promotes its employees without regard to race, color, religion, sex, age, marital status, sexual orientation, national origin, ancestry, physical or mental handicap unrelated to ability for an individual, or an unfavorable discharge from a 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 Grayslake. Please furnish complete information as outlined in the application. Please use a typewriter or ink.

Part-Time _____ Full-Time _____ Date _____

Name _____ Social Security No. _____

List any other name you have been known by, including maiden name: _____

Present address _____ Telephone No. _____
No. Street City State Zip

Previous addresses _____
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 legal age to work? _____

Position(s) applied for _____

Driver's License Number _____ Class _____ Expires _____

Were you previously employed by the Village? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20____

Are you eligible to be bonded? _____

You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of these essential functions listed for each position for which you have applied? _____ If no, would you be able to perform each of these functions with any accommodations? _____ If so, what accommodations would you need? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

EMPLOYMENT HISTORY

LIST ALL JOBS YOU HAVE HELD FOR THE LAST FIVE YEARS, INCLUDING PERIODS OF UNEMPLOYMENT. PUT YOUR PRESENT OR MOST RECENT JOB FIRST.

May we contact your present employer? Yes ___ No ___

1	EMPLOYER'S NAME		ADDRESS		TYPE OF BUSINESS
	NAME & TITLE OF SUPERVISOR	FROM (DATE)	TO (DATE)	SALARY/ HOURLY WAGE \$	EXACT TITLE OR POSITION
	EXPLAIN WHAT YOUR DUTIES WERE			REASON FOR LEAVING	
2	EMPLOYER'S NAME		ADDRESS		TYPE OF BUSINESS
	NAME & TITLE OF SUPERVISOR	FROM (DATE)	TO (DATE)	SALARY/ HOURLY WAGE \$	EXACT TITLE OR POSITION
	EXPLAIN WHAT YOUR DUTIES WERE			REASON FOR LEAVING	
3	EMPLOYER'S NAME		ADDRESS		TYPE OF BUSINESS
	NAME & TITLE OF SUPERVISOR	FROM (DATE)	TO (DATE)	SALARY/ HOURLY WAGE \$	EXACT TITLE OR POSITION
	EXPLAIN WHAT YOUR DUTIES WERE			REASON FOR LEAVING	
4	EMPLOYER'S NAME		ADDRESS		TYPE OF BUSINESS
	NAME & TITLE OF SUPERVISOR	FROM (DATE)	TO (DATE)	SALARY/ HOURLY WAGE \$	EXACT TITLE OR POSITION
	EXPLAIN WHAT YOUR DUTIES WERE			REASON FOR LEAVING	
5	EMPLOYER'S NAME		ADDRESS		TYPE OF BUSINESS
	NAME & TITLE OF SUPERVISOR	FROM (DATE)	TO (DATE)	SALARY/ HOURLY WAGE \$	EXACT TITLE OR POSITION
	EXPLAIN WHAT YOUR DUTIES WERE			REASON FOR LEAVING	

REFERENCES

FILL IN BELOW THE NAMES OF THREE ADULTS NOT RELATED TO YOU & NOT FORMER EMPLOYERS, WHO HAVE KNOWN YOU FOR A PERIOD, PREFERABLE MORE THAN FIVE YEARS. ALL PERSON TO WHOM YOU REFER WILL BE ASKED TO APPRAISE YOUR CHARACTER, ABILITY, EXPERIENCE, PERSONALITY & OTHER QUALITIES.

1	NAME	ADDRESS	HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE YEARS KNOWN
2	NAME	ADDRESS	HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE YEARS KNOWN
3	NAME	ADDRESS	HOME PHONE
	BUSINESS ADDRESS	BUSINESS OCCUPATION OR PROFESSION	BUSINESS PHONE YEARS KNOWN

EDUCATION

LIST THE VARIOUS SCHOOLS YOU HAVE ATTENDED

NAME & ADDRESS OF SCHOOL (INCLUDING CITY, STATE & ZIP CODE)	NO. OF YEARS COMPLETED	DATE(S) ATTENDED	GRADUATE		COURSES/MAJOR
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
POST GRADUATE					
BUSINESS/TRADE					
OTHER					

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). _____

Please list activities and interests, but exclude activities that indicate race, religion, creed, color or national origin: _____
