



## THE VILLAGE OF SCHILLER PARK APPLICATION FOR EMPLOYMENT

The Village of Schiller Park does not discriminate in applicant consideration regarding race, color, national origin, skin color, gender, age, religion, sexual orientation, disability, marital or veteran status, or any other characteristic as protected by law. Please know that all information you provide in this application will be considered personal and held confidentially, to be used only in any possible employment opportunities with the Village of Schiller Park. If you have a disability under the Americans with Disabilities Act (ADA) and require reasonable assistance in completing this application, please contact Human Resources at 847-671-8512.

Please complete the entire Application even if you are including a resume.

Date of Application: \_\_\_\_\_

### Personal Information:

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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Are you legally permitted to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
(You will be required to provide evidence of your status if hired)

Do you possess a valid driver's license if the position you are applying for requires it?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (You will be required to provide verification of your license if hired)

Have you ever been convicted of a crime other than a petty moving violation? Yes \_\_\_\_\_ No \_\_\_\_\_  
(You are not obligated to disclose sealed or expunged records of conviction or arrest pursuant to Section 12 of the IL Criminal ID Act, 20 ILCS 2630/12. Depending on the position being sought, an applicant may be requested to provide additional information regarding criminal convictions to fully evaluate qualifications for that position. A criminal conviction does not automatically eliminate an applicant from employment).

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Position(s) of interest: \_\_\_\_\_

Status Preferred: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_



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If Part Time or Seasonal, please list days you are available to work:

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How did you learn of the position you are applying for with the Village? \_\_\_\_\_

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Have you previously worked at the Village of Schiller Park? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide Dates & Position: \_\_\_\_\_

Why did you leave this position? \_\_\_\_\_

### Education:

School, College/University	Name of School City/State	Number of Years Completed	Major Field of Study	Did you Graduate?
High School				YES _____ NO _____
College/University				YES _____ NO _____
Graduate College/ University				YES _____ NO _____
Trade or Vocational School				YES _____ NO _____

Please include any specialized training, skills, qualifications, certifications or licensing relevant to the Village or the position to which you are applying:

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Please list any Volunteer experiences you have or have had the past five years that may be relative to your work with the Village: \_\_\_\_\_

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## THE VILLAGE OF SCHILLER PARK APPLICATION FOR EMPLOYMENT

### Employment History:

Please list your last three employers in the past ten years, beginning with your present or most recent employment. Please include military service as well as work experience.

**Employer/Company:** \_\_\_\_\_

City, State Work Location: \_\_\_\_\_

From (Dates) \_\_\_\_\_ To \_\_\_\_\_  
Mo/Year Mo/Year

Position/Job Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Seasonal \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide a brief description of your key duties in this Position: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_

**Employer/Company:** \_\_\_\_\_

City, State Work Location: \_\_\_\_\_

From (Dates) \_\_\_\_\_ To \_\_\_\_\_  
Mo/Year Mo/Year

Position/Job Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Seasonal \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide a brief description of your key duties in this Position: \_\_\_\_\_

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

Reason for Leaving: \_\_\_\_\_



## THE VILLAGE OF SCHILLER PARK APPLICATION FOR EMPLOYMENT

**Employer/Company:** \_\_\_\_\_

City, State Work Location: \_\_\_\_\_

From (Dates) \_\_\_\_\_ To \_\_\_\_\_  
Mo/Year Mo/Year

Position/Job Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Seasonal \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide a brief description of your key duties in this Position: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

**Employer/Company:** \_\_\_\_\_

City, State Work Location: \_\_\_\_\_

From (Dates) \_\_\_\_\_ To \_\_\_\_\_  
Mo/Year Mo/Year

Position/Job Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Seasonal \_\_\_\_\_

Manager/Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Provide a brief description of your key duties in this Position: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_



## THE VILLAGE OF SCHILLER PARK APPLICATION FOR EMPLOYMENT

### Personal References:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_ OR E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_ OR E-mail: \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_ OR E-mail: \_\_\_\_\_

### Acknowledgement:

By signing this application for employment with the Village of Schiller Park, I certify that the information I have provided is true and accurate. I understand that the information I have provided may be utilized by the Village to verify my experience, education or other background areas as applicable and necessary for my work with the Village. Any falsification of information in the hiring process will be sufficient reason to disqualify me as a candidate, or dismiss me if I am hired.

I understand that I waive any notification from any former employer, supervisor, manager or reference to inform me of any release of information they may provide to the Village, unless for some specific positions, it is my protected personal or health information, which I will be informed of, and will sign a release of that information to the Village.

My employment with the Village is At-Will, and does not create or imply a contract for employment between me and the Village. I am free to resign my position at any time, and likewise, the Village may terminate my employment at any time.

I further understand that as a Village employee, I will comply with the policies and procedures of the Village and my specific Department, even when any such policies and procedures are amended or added.

My signature serves as confirmation that I have read and understand this application information and that if I did not, I asked a Village representative for clarification.

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_