

VILLAGE OF ROUND LAKE, ILLINOIS EMPLOYMENT APPLICATION

An Equal Opportunity Employer

FAILURE TO COMPLETE ALL ITEMS ON THIS APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THE RECRUITMENT PROCESS. BOTH SIDES MUST BE COMPLETED.

Please use a typewriter or print in ink. All statements will be subject to verification.

POSITION: (Give exact title as listed on the job bulletin) _____

1. _____ 2. Social Security # _____

3. Name _____
Last First Middle

4. Mailing Address: _____
Number Street City & State Zip

5. Home phone () _____ Business/Msg. Phone () _____ ext. _____

Please list any other names that you have ever used: _____

6. Please indicate any hours and shifts which you are not available to work: **Hrs:** _____ **Shift:** _____

7. Have you previously been employed by the Village of Round Lake? Yes No

8. Are you fluent in any language in addition to English? If yes, please specify your skills.

Language _____ Understand Speak Write Read

9. Do you possess a valid Illinois driver's license? Yes No License #: _____ Circle Class: A B C D

10. Title and number of license, certificate or other credential, if required for this position.

Title: _____ Number: _____ Issued by: _____ Expiration Date: _____

11. Please check if you possess one of the following: High School Diploma GED Certificate IL High School Proficiency Certificate

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 Post Graduate Work: _____ Years

| Name and Address of College, University, Vocational School or Institute | Major or Course of Study | Date Received Degree / Cert. | Name of Degree / Cert. | Units Completed Sem. / Qtr. |
|---|--------------------------|------------------------------|------------------------|-----------------------------|
| | | | | |
| | | | | |
| | | | | |

A copy of your college transcripts, degree, or diploma must be submitted with your application. Failure to provide verification of education with your application may result in your application being disqualified.

12. In case of emergency notify:

Name: _____ Telephone: _____

Address: _____
Number Street City & State Zip

The Village of Round Lake, Illinois does not unlawfully discriminate on any prohibited basis under state or federal law including prohibitions listed in title VII, the Age and Discrimination and Employment Act, section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, and the Americans With Disabilities Act. •NOTE: IF YOU BELIEVE YOUR CIVIL RIGHTS IN EMPLOYMENT MATTERS HAVE BEEN VIOLATED AT ANY TIME DURING THE COURSE OF YOUR CONSIDERATION FOR EMPLOYMENT, CONTACT THE EQUAL EMPLOYMENT OPPORTUNITY CHICAGO OFFICE AT 1-800-669-4000.

13. If you feel you have a need for special arrangements due to a disability in order to participate in the recruitment process, call (847) 546-5400, ext. 19 or see the Village Clerk.

Village Administrator
 Village Hall • 442 N. Cedar Lake Road • Round Lake, IL 60073
 Phone: (847) 546-5400

At time of hire, Village employees must meet the documentation requirements of the Immigration Reform and Control Act of 1986

EMPLOYMENT HISTORY

1. List your complete employment of the last ten years beginning with your most recent.
2. List all experience, paid or voluntary, related to the position.
3. Use different blocks for different positions with same employer
4. Additional sheets may be attached when necessary

Resumes will NOT be accepted in place of a completed application.

| | | |
|---|----------------------------|--------|
| DATES EMPLOYED | NAME OF EMPLOYER: | |
| From _____ / _____ | ADDRESS: | |
| To _____ / _____ | JOB TITLE AND DUTIES: | |
| Total Years/Months: | | |
| Hours Per Week: | | |
| Salary: | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | SUPERVISOR'S NAME / TITLE: | PHONE: |
| | REASON FOR LEAVING | |
| DATES EMPLOYED | NAME OF EMPLOYER: | |
| From _____ / _____ | ADDRESS: | |
| To _____ / _____ | JOB TITLE AND DUTIES: | |
| Total Years/Months: | | |
| Hours Per Week: | | |
| Salary: | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | SUPERVISOR'S NAME / TITLE: | PHONE: |
| | REASON FOR LEAVING | |
| DATES EMPLOYED | NAME OF EMPLOYER: | |
| From _____ / _____ | ADDRESS: | |
| To _____ / _____ | JOB TITLE AND DUTIES: | |
| Total Years/Months: | | |
| Hours Per Week: | | |
| Salary: | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | SUPERVISOR'S NAME / TITLE: | PHONE: |
| | REASON FOR LEAVING | |
| DATES EMPLOYED | NAME OF EMPLOYER: | |
| From _____ / _____ | ADDRESS: | |
| To _____ / _____ | JOB TITLE AND DUTIES: | |
| Total Years/Months: | | |
| Hours Per Week: | | |
| Salary: | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | SUPERVISOR'S NAME / TITLE: | PHONE: |
| | REASON FOR LEAVING | |

IMPORTANT NOTICE REGARDING EMPLOYMENT:

Employment with the Village of Round Lake does not occur until the Appointing Authority and the Village Administrator sign and file a formal document appointing the applicant to a job position following successful completion of all employment procedures, including a medical evaluation. Any information obtained after a conditional offer is made but before the formal document is filed may also constitute grounds for withdrawal of the conditional offer. Until formal appointment is made in this manner, any offers of Village employment are conditional and preliminary and may be withdrawn.

CERTIFICATE OF APPLICANT (READ CAREFULLY BEFORE SIGNING)

I hereby release all former employers, their representatives and the individuals listed from any and all liability which may or may not result from information supplied by them to the Village of Round Lake. I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any employment in the service of the Village. I further agree to submit to a complete medical examination and, upon employment, to furnish such proof or identification and legal right to work in the United States as may be required. For certain "sensitive" positions, as defined by the Village of Round Lake policy, the medical evaluation will include testing for drugs and alcohol. I also understand that once hired I may be required to provide proof of my birth date. All statements made in this application may be verified, including checks of police records and former employers.

I understand that this application is not a contract, and it is not an offer of employment. If I am offered employment, I understand that such offer is subject to the Employment Conditions listed above.

Signature _____ Date _____

| THIS SECTION FOR HUMAN RESOURCES DEPARTMENT USE ONLY | | |
|---|--------------------------------------|--|
| Veteran Preference Points <input type="checkbox"/> | Accepted _____ Screened Out _____ | Not Accepted _____ <input type="checkbox"/> Experience <input type="checkbox"/> Incomplete App. <input type="checkbox"/> No Supplemental <input type="checkbox"/> Education <input type="checkbox"/> Late Filing <input type="checkbox"/> Other: |
| Comments _____ _____ _____ | | |

VILLAGE OF ROUND LAKE, ILLINOIS

PLEASE PRINT:

COMPLETION OF SECTION A IS NOT MANDATORY

Last Name First Name Middle Date

Position Applied for / Department

A. IDENTIFICATION FORM

Village of Round Lake is asking all applicants for positions to complete this form in order to comply with U.S. Government and State equal opportunity requirements. Data collected will be used for statistical purposes and to measure effectiveness of recruiting efforts. Information you provide will not be used in any way in the selection process and will be confidential.

CHECK APPLICABLE SPACE & RETURN WITH YOUR APPLICATION:

Male Female

White (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent

Black (Not of Hispanic origin) All persons having origins in any of the black racial group.

Hispanic (All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin regardless of race

Asian or Pacific All persons having origins in any of the original peoples of the Far East, Southwest Asia, or the Pacific Islands. These include, for example, China, Japan, Korea, the Philippine Islands, and Samoa

American Indian or All persons having origins in any of the original peoples of North America
Alaskan Native

Are you a Veteran? Yes No If so, branch of services: _____

Dates of active duty: From _____ To _____

B. CRIMINAL HISTORY RECORD

Have you ever been convicted of a crime: Yes* No

You may exclude convictions that have been expunged, or legally sealed; certain marijuana-related offenses more than two (2) years old; misdemeanor convictions for which probation was completed and the case dismissed; and minor traffic violations.

** If yes, please explain in detail on a separate piece of paper and attach to this form. A conviction or the existence of a criminal record does not constitute an automatic bar to employment with each case being considered separately based on job requirements.*

C. APPLICATION CONSENT FORM

I request, authorized and consent to the release of information to the Village of Round Lake, regarding my previous employment and authorize all past employers or agents that they may designate, to respond to oral or written inquires from the Village of Round Lake regarding my employment record, including, but not limited to, positions held, dates of employment, last pay raise, work performance, disciplinary records, reliability, and any incidents of dishonesty, insubordination, violence, and/or unsafe harmful, or threatening behavior. I agree to release and discharge the Village of Round Lake and all past employers, and their respective officers, agents, and employees, from any and all claims, demands, damages, and all other liability arising out of, or as a result of, any oral or written inquiry or any information provided or released, as a result of any written or oral inquiry by the Village of Round Lake, Illinois.

(Applicant)

(Date)