



VILLAGE OF
LINCOLNSHIRE

STAMP HERE

EMPLOYMENT APPLICATION (Non-Police)

PERSONAL					
Name:					
Address:					
Email:			Phone:		
Are you legally eligible for employment in the USA? <small>(If yes, verification will be required)</small>			Are you of the legal age to work?		
Position(s) applied for:					
Where you previously employed by us?			If yes, when?		
How did you learn about this position?					
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)					
EDUCATION					
School	Name and Address of School	Course of Study	Last Year Completed	Did you Graduate	Degree
Elementary					
High					
College					
Other (Specify)					

PRESENT/PAST EMPLOYMENT (Begin with most recent)

1. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
2. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
3. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			
4. Name and Address of Company and Type of Business:	Reason for Leaving:	from: _____	to: _____
	Job Title & Duties:		
Telephone:			
Name of Supervisor:			

I hereby give permission to contact the employers listed above concerning my prior work experience. If there is a particular employer you do not wish us to contact, please indicate which one(s).

Signed: _____

PERSONAL REFERENCES (not former employers or relatives)

Name and Occupation	Address	Phone Number

Please note that later in the application process, you may be asked whether you have been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court. In this regard, please note that the applicant is not obligated to disclose expunged juvenile records of adjudication, conviction or arrest, nor is the applicant obligated to disclose whether he/she has had a juvenile record expunged.

You have been given a job description listing essential job functions of the position(s) for which you have applied. Please review the job description and answer the following questions:

Are you able to perform each of the essential job functions with or without accommodation listed for each position for which you have applied? _____

If no, list the function(s) you are unable to perform. _____

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason, or no reason. No one other than the Village Manager has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Village Manager.

Signature of Applicant _____