



# EMPLOYMENT APPLICATION

11270 W. Wadsworth Road | Beach Park, IL 60099

847-746-1770 | www.villageofbeachpark.com

<b>PLEASE PRINT OR TYPE</b>			Today's Date: _____
_____	_____	_____	_____
<i>First Name</i>	<i>MI</i>	<i>Last Name</i>	<i>Preferred Name/Nickname</i>
_____	_____	_____	_____
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
_____	_____	_____	_____
<i>Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>	

<b>PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION</b>			
Are you interested in:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal/Temporary
How did you hear about us?	<input type="checkbox"/> Walk In	<input type="checkbox"/> Advertisement:	_____
	Referred by: _____		
Have you worked for the Village of Beach Park before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Dates: _____
Do you know anyone who works here?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Name: _____
Do you have a valid Driver's License?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	CDL Type: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
Position applying for:	_____		
Desired pay: (Minimum, if applicable)	Hourly Pay \$ _____	Annual Pay \$ _____	\$ _____
		Minimum	Desired
When are you able to start work?	Date: _____		
<b>PLEASE CHECK YES OR NO TO THE FOLLOWING:</b>			
Are you authorized to work in the United States?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
<small>Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, the Village of Beach Park will verify the status of every individual offered employment with the village. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.</small>			
If you are under 18 years of age are you able to provide a work permit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

*The Village of Beach Park is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, the Village of Beach Park, complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. The Village of Beach Park also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.*



**PLEASE LIST YOUR WORK EXPERIENCE AND JOB SKILLS BELOW (MOST RECENT JOB FIRST)**

Dates of Employment			FROM	TO		
			/	/		
			Month	Year	Month	Year
COMPANY NAME				YOUR POSITION and TITLE		
NO. & STREET				SUPERVISOR'S NAME, TITLE and POSITION		
CITY		STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER		
TYPE OF BUSINESS						
TELEPHONE NUMBER			REASON FOR LEAVING			
( )						
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> or SKILLS						

Dates of Employment			FROM	TO		
			/	/		
			Month	Year	Month	Year
COMPANY NAME				YOUR POSITION and TITLE		
NO. & STREET				SUPERVISOR'S NAME, TITLE and POSITION		
CITY		STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER		
TYPE OF BUSINESS						
TELEPHONE NUMBER			REASON FOR LEAVING			
( )						
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> or SKILLS						



Dates of Employment FROM _____ TO _____ Month / Year                      Month / Year			
COMPANY NAME			YOUR POSITION and TITLE
NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION
CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER
TYPE OF BUSINESS			
TELEPHONE NUMBER (      )		REASON FOR LEAVING	
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> or SKILLS			

**EDUCATION:**

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	YEARS ATTENDED	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP				
COLLEGE				
COLLEGE OR GRADUATE				
OTHER				

**PROFESSIONAL DESIGNATIONS:**

DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED
DESIGNATION	ORGANIZATION GRANTING DESIGNATION	DATE COMPLETED

**PROFESSIONAL LICENSES:**

TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER
TYPE OF LICENSE	STATE GRANTING LICENSE	LICENSE NUMBER



**REFERENCES:** Please list three professional references

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

**PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION**

I have submitted the attached form to the Village of Beach Park for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the village to further process my application.

I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Village of Beach Park.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Village of Beach Park in the position I am seeking.

***I understand that this application is not an employment contract for any specific length of time between the Village of Beach Park and me, and that in the event I am hired, my employment will be "at will" and either the Village of Beach Park or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Village of Beach Park to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Village of Beach Park's part. The Village of Beach Park may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.***

References: I hereby authorize the Village of Beach Park and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the Village of Beach Park and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason.

**SIGNED:**

**DATE:**