



VILLAGE OF DEERFIELD

850 Waukegan Road
Deerfield, Illinois 60015

APPLICATION FOR EMPLOYMENT

Date _____ (Please print or write clearly.)

Equal Employment Opportunity Statement

It is the express policy of the Village of Deerfield to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, political affiliation, national origin or any other legally protected status, in accord with applicable legal requirements.

Title of position for which applying: _____

Full name: _____
Last First Middle

Indicate any other names used: _____

Address: _____
No. Street City State Zip

Phone number with area code: _____ Email _____

How did you learn of this opening? _____

If hired, on what date would you be available to start work? _____

Previous employment with the Village of Deerfield? No Yes If yes, list department: _____

Are you legally authorized to work full time in the United States? _____

EDUCATIONAL BACKGROUND

TYPE OF SCHOOL	NAME AND ADDRESS	NUMBER OF YEARS ATTENDED	GRADUATED	DEGREE OR FIELD OF STUDY
HIGH SCHOOL			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
POST GRADUATE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS OR TRADE			<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Veteran: No Yes If yes, list branch of service: _____ Rank: _____

Reserve status? _____

Have you reviewed the job description for this position? Yes No

If you have a special condition that requires accommodation to perform this position, please explain what accommodations would allow you to handle this job successfully: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Last salary _____

Your duties: _____

May we contact this employer?
 Yes No

Reason for leaving: _____

What languages, other than English, do you speak and/or write fluently? _____

Do you have experience operating specialized equipment? Yes No List: _____

Indicate experience with the following: Typing _____ wpm 10-key _____ kpm

Office software applications (list): _____

Other office equipment (list): _____

PERSONAL REFERENCES

(Excluding former employers or relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
1.		
2.		
3.		

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

Person to be notified in case of accident or emergency

Name: _____ Telephone No.: _____

Address: _____

Do you possess a valid Driver's License? Yes No If yes, for what state? _____

Restrictions: _____

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

If yes, describe in full: _____

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Deerfield, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Deerfield contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date

DO NOT WRITE BELOW THIS LINE

INTERVIEW: Yes No Date: _____ Hour: _____

Acceptable for employment? Yes No Starting rate: _____

Starting date: _____ Position: _____

Interviewed by: _____

NOTES: