

NAME OF APPLICANT: _____

JOB APPLIED FOR: _____

DATE: _____



EMPLOYMENT APPLICATION

300 Plaza Circle | Mundelein, Illinois 60060
Phone: (847) 949-3200 | Fax: (847) 949-2154 | info@mundelein.org | www.mundelein.org

NAME:			
ADDRESS:	CITY:	STATE:	ZIP:
PHONE:	E-MAIL:	SSN: (Optional)	
			YEARS AT PRESENT ADDRESS:

POSITION APPLIED FOR:			
FULL TIME: <input type="checkbox"/> Yes <input type="checkbox"/> No		PART TIME: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DAYS AND HOURS AVAILABILITY:			
* DRIVER'S LICENSE NO.:	CLASS:	EXPIRATION DATE:	

(* Only if job applied for requires use of municipal vehicle - Public Works, Engineering, Building Inspector, Police, and Fire)

Have you ever been employed by us? Yes No If yes, when? _____

Are you a United States citizen? Yes No

If you are not a citizen of the United States, have you the legal right to work in the United States? Yes No
 (If hired, documentation of eligibility is required)

Have you ever been bonded? Yes No If yes, on what job(s)? _____

Do you currently have a relative working for the Village of Mundelein? Yes No

If yes, what is the employee's name: _____

LIST PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT:

1. Company Name _____ Dates of Employment _____
Company Address _____ Final Pay _____
Type of business _____ Reason for leaving _____
Supervisor _____ Phone Number _____

Description of work

2. Company Name _____ Dates of Employment _____
Company Address _____ Final Pay _____
Type of business _____ Reason for leaving _____
Supervisor _____ Phone Number _____

Description of work

3. Company Name _____ Dates of Employment _____
Company Address _____ Final Pay _____
Type of business _____ Reason for leaving _____
Supervisor _____ Phone Number _____

Description of work

EDUCATION AND TRAINING:

What is the highest grade or year completed in school: _____

Have you passed a high school equivalency or G.E.D. test? Yes No Not Applicable

Number of years in college or university: _____

Please list schools attended below. (Indicate Q for Quarter Hours; S for Semester Hours)							
	Name and location of last school attended	Dates Attended		Credits Earned	Major Field	GPA Base	Degree Conferred and Year
		From	To				
High School							
Colleges							
Business, Technical, or Certificate Programs							
Professional Registration(s), License(s) and/or Certificate(s):							

Additional training that relates to the position applied for:

Computer Skills:

Are there any other experiences or skills which you feel would especially qualify you to work for the Village of Mundelein?

Have you read the job description and the essential job functions for the job? Yes No

PROFESSIONAL REFERENCES:

	Name and Occupation	Address	Phone Number
1.			
2.			
3.			

PERSONAL REFERENCES:

	Name and Occupation	Address	Phone Number
1.			
2.			
3.			

The facts set forth above in my application for employment are true and complete. I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make an investigation of my personal history. I understand that a valid driver's license is required prior to operating any Village vehicle or equipment.

 Signature of Applicant

 Date

INTERVIEW NOTES: