



# VILLAGE OF NORTH BARRINGTON

## EMPLOYMENT APPLICATION

**POSITION TITLE:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_  
 (Last) (First) (Middle)

**Address:** \_\_\_\_\_  
 (Street) (City) (State) (Zip)

**Phone (Home):** \_\_\_\_\_ **Phone (Alternate):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of employment desired?**     Full-Time     Part-Time     Temporary     Seasonal

**Date available to start:** \_\_\_\_\_    **Preferred Salary:** \_\_\_\_\_

**What about this position interests you:** \_\_\_\_\_

- Yes     No    **Are you currently employed?**
- Yes     No    **Have you ever applied to, or been employed by the Village of North Barrington?**
- Yes     No    **Are you at least 18 years of age?**
- Yes     No    **Do you have a legal right to work in the United States?**
- Yes     No    **Have you ever been discharged from employment?**    If yes, please explain: \_\_\_\_\_

### EDUCATION

	Name/Location	Years Attended	Graduated?	Degree Obtained
High School	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Trade School	_____	_____	_____	_____



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**OTHER SKILLS OR INTERESTS**

List any other special skills/training: \_\_\_\_\_

Activities (Civic, Athletic, etc): \_\_\_\_\_

U.S. Military Service / Rank: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

1. Position Held: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Dates of Employment:**

From: \_\_\_\_\_

To: \_\_\_\_\_

2. Position Held: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Dates of Employment:**

From: \_\_\_\_\_

To: \_\_\_\_\_

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3. **Position Held:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Dates of Employment:**  
**From:** \_\_\_\_\_  
**To:** \_\_\_\_\_

**May we contact this employer for a reference?**       Yes       No

**Responsibilities:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**REFERENCES**

*Give the names of three persons not related to you, whom you have known professionally at least three years.*

	<b>Name</b>	<b>Occupation</b>	<b>Relationship</b>	<b>Phone Number</b>	<b>Years Acquainted</b>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**DRIVING EXPERIENCE**

**Drivers License No.:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
**Special Licenses Held:** \_\_\_\_\_

I hereby certify that every statement I have made on this application for employment is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed document is the property of the Village of North Barrington and will not be returned. I understand that the Village of North Barrington may contact prior employers and other references. I understand if the Village of North Barrington finds that I am qualified for a position and has scheduled an interview with myself, the Village has the right to conduct a complete background check for employment that may include a criminal background check, credit check, driver's license check, education and employment verifications, and the like, and I give my consent to such background check by my signature below.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_