

EDUCATION

Name & Location of School

Subject Studied

Did you graduate?

High School _____

College _____

Other _____

EMPLOYMENT HISTORY

List below your current and former employers for the past ten years, *starting with your current employer*. Attach additional sheets if necessary.

1. Employer and phone number: _____

Job Title and work performed: _____

Dates Employed: _____ Salary: _____

Reason for leaving _____

May we contact this employer? YES NO

2. Employer and phone number: _____

Job Title and work performed: _____

Dates Employed: _____ Salary: _____

Reason for leaving _____

3. Have you served in the military or reserves? YES NO

EXTRA CURRICULAR ACTIVITIES

What school or community organizations have you been involved with? (*Exclude Organizations, the name of which indicates the race, creed, sex, age, marital status, color or national origin of its members.*)

Scout Member / Leader Other: _____

Instructor / Tutor Other: _____

DRIVING EXPERIENCE

Driving License No. _____ Expires _____

Have you had any moving violations or accidents? YES NO

Ever had a license, permit or privilege to operate a vehicle denied, suspended or revoked? YES NO

CRIMINAL HISTORY

* Applicants are not obligated to disclose sealed or expunged records of convictions or arrest.

** Convictions may be relevant if job related, but does not bar you from employment.

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

DISCUSSION QUESTIONS

1. Why are you interested in this part time position?

2. Describe how you meet or exceed the minimum requirements of this position.

3. What are some of your strengths?

4. How would you handle an irate parent or participant (or residents)?

5. How would someone you just met describe you?

6. Do you prefer to work alone or in a team environment? Explain.

7. Describe what you feel to be an ideal working environment.

8. Why should the Village hire you over every other candidate?

REFERENCES

Please list four references and indicate whether work-related, personal, or both.

| <u>Name</u> | <u>Daytime Telephone Number</u> | <u>Work/Personal</u> | <u>Years Known</u> |
|-------------|---------------------------------|----------------------|--------------------|
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TO BE READ AND SIGNED BY APPLICANT

I certify that all facts contained in this application are true and complete to the best of my knowledge.

I understand that omission or misrepresentation of facts may be grounds for rejection of this application or for dismissal from employment if subsequently discovered.

I authorize investigation of all statements and information contained herein and of the references listed above and give you any and all information concerning my previous employment and any pertinent information, personal or otherwise.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I release all parties from all liability for any damage that may result from furnishing same to you.

It is agreed and understood that this application for employment in no way obligates the Village to employ me, the applicant.

I understand and agree that, if hired, my employment is for no definite period, and regardless of the date of payment of my wages or salary, I may be terminated at any time without any prior notice.

I further understand that only the Village President and Board of Trustees have the authority to create or enter into any employment agreement on behalf of the Village of Lake in the Hills.

In consideration of my employment, I agree to comply with all rules, regulations, and employment policies of the Village of Lake in the Hills.

Applicant's Signature

Date