



**EMPLOYMENT APPLICATION**  
**The Village of Round Lake Beach**  
**1937 N Municipal Way**  
**Round Lake Beach, IL 60073**  
**847-546-2351**



www.villageofroundlakebeach.org

**Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources. The Village of Round Lake Beach is an Equal Opportunity Employer and affords equal opportunity to all applicants for all positions**

Position (s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Last First Middle

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Street City State Zip Code

Cell /Other #: ( ) \_\_\_\_\_ Referral Source: \_\_\_\_\_

Are you a U.S. Citizen or do you have legal authorization to work in the U.S.? (circle one) YES NO Are you over 18 years of age? YES NO  
**Proof of eligibility and/or age may be required**

Have you ever been employed with the Village of Round Lake Beach before? If yes, List dates and position held: \_\_\_\_\_

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired Salary Range: \$ \_\_\_\_\_

Driver's License # (If driving may be required for the position you are applying for): \_\_\_\_\_ State: \_\_\_\_\_

Type of employment desired: (circle all that apply) FULL TIME PART TIME TEMPORARY SEASONAL OTHER

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a felony? YES  NO

Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.  
 NOTE: You are not obligated to disclose the existence of any conviction or arrest records which have e been sealed or expunged pursuant to chapter 20, section 2630/12 of the IL Compiled Statutes.

**Employment History: Start with your most recent employer, include the past 7 years, attach an additional sheet if necessary**

Employer	Dates Employed		Job Title:	Reason for leaving:
	From:	To:		
Address	Pay Information		Supervisor:	
City, State, Zip Code	Start:	Current:	Job Duties:	
	Full Time _____ Other _____			
Telephone ( ) _____	Part Time _____		May we contact? (circle one) YES NO LATER	

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	Full Time _____ Other _____			
Telephone ( ) _____	Part Time _____		May we contact? (circle one) YES NO LATER	

## Skills and Qualifications

Summarize any special training, skills, licenses, and/or certificates that may assist you in performing the position for which you are applying.

**Computer Skills:** (Check the appropriate boxes. Include years of experience)  Word Processing \_\_\_\_\_ Years  Electronic Mail \_\_\_\_\_ Years  Internet \_\_\_\_\_ Years  
 Microsoft Windows \_\_\_\_\_ Years  Accounts Payable/Receivable software \_\_\_\_\_ Years  Microsoft Excel \_\_\_\_\_ Years

OTHER: \_\_\_\_\_

## Educational Background

High School: \_\_\_\_\_ Years Completed: \_\_\_\_\_ **Diploma:** (circle one) Yes No **GED** Yes No

College: \_\_\_\_\_ Years Completed: \_\_\_\_\_ **Degree** Yes No Type of Degree: \_\_\_\_\_

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Technical or Certificate Programs: \_\_\_\_\_ Type of Certificate earned: \_\_\_\_\_

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## References: List 3 persons (not former employers OR relatives) who have knowledge of your qualifications for the position for which you are applying

NAME	CONTACT TELEPHONE NUMBER	YEARS KNOWN	RELATIONSHIP TO YOU

## READ THE FOLLOWING APPLICANT STATEMENT CAREFULLY BEFORE SIGNING

I certify that all the information I have provided in order to apply for and secure work with The Village of Round Lake Beach is true, accurate and complete.

I expressly authorize, without reservation, The Village of Round Lake Beach, it's representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume and/or job interview. I hereby waive any and all rights and claims I may have regarding the Village of Round Lake Beach, it's employees, agents or representatives, for seeking, gathering and using truthful information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. Misrepresentation or omission of facts contained in this employment application is cause for disqualification from employment consideration or, if hired, for dismissal without notice or benefits.

I understand that The Village of Round Lake Beach does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the Village of Round Lake Beach and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, and with or without prior notice, and the Village of Round Lake Beach reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Village of Round Lake Beach is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are signed by The Village of Round Lake Beach Board of Trustees.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that Federal Immigration Laws require me to complete an I-9 form in this regard.

I certify that I have read, fully understand and accept the terms of the forgoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_