



The Village of South Barrington
30 S. Barrington Road, South Barrington, IL 60010
(Village Hall) 847-381-7510 (Bldg. Department) 847-381-7513 (Fax) 847-381-0024

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Full Name: _____ Date: _____

(Last Name, First Name, M.I.)

Address: _____

(Street, Apartment #/Unit, City, State, Zip)

Phone: _____ Email: _____

Position Applied For: _____ Date Available: _____

Are you a citizen of the United States? Yes ☐ No ☐ If no, are you authorized to work in the U.S? Yes ☐ No ☐

Have you ever worked for this company? Yes ☐ No ☐ If yes, when? _____

Have you ever been convicted of a felony? Yes ☐ No ☐

If yes, explain: _____

EDUCATION

High School: _____ **Address:** _____

From: _____ to _____ Did you graduate? Yes ☐ No ☐ Diploma: _____

College: _____ **Address:** _____

From: _____ to _____ Did you graduate? Yes ☐ No ☐ Degree: _____

Other: _____ **Address:** _____

From: _____ to _____ Did you graduate? Yes ☐ No ☐ Degree: _____

REFERENCES

Please list three professional references. Please be advised that these references will be contacted.

Full Name/Title: _____ Relationship: _____

Company: _____ Phone: _____

Full Name/Title: _____ Relationship: _____

Company: _____ Phone: _____

Full Name/Title: _____ Relationship: _____

Company: _____ Phone: _____

PREVIOUS EMPLOYMENT

Company: _____ Job Title: _____

Supervisor Name/Title: _____ Phone: _____

Responsibilities: _____

From: _____ to _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference: Yes ☐ No ☐



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PREVIOUS EMPLOYMENT CONTINUED

Company: _____ Job Title: _____
Supervisor Name/Title: _____ Phone: _____
Responsibilities: _____
From: _____ to _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference: Yes ☐ No ☐

Company: _____ Job Title: _____
Supervisor Name/Title: _____ Phone: _____
Responsibilities: _____
From: _____ to _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference: Yes ☐ No ☐

MILITARY SERVICE

Branch: _____ From: _____ to _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Disclaimer and Signature

Applicant's Statement

I certify that all answers given herein are true, accurate and completed to the best of my knowledge. I understand that any omissions, misrepresentations or false statements through this application or any additional documents submitted are grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I further understand that I am required to abide by all rules and regulations of the Village of South Barrington.

In consideration of my application for employment I authorize the Village of South Barrington to investigate my references, work record, transcripts and other supporting sources related to my suitability for employment. I understand that for certain positions inquiries by the Village of South Barrington may include investigating criminal convictions and/or contacting former employers and other reference listed on this application and I agree to cooperate in such investigations. I understand that a post-offer medical examination, including a drug screen may be required for this position.

I release the Village of South Barrington from any and all liability that might result from conducting a background investigation. I further release from liability anyone supplying information related to such investigations.

I understand that neither this document, nor the Village of South Barrington Personnel Policy Manual, nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I acknowledge that I have read the above statements and grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

Signature of Applicant

Date