



*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER  
Human Resources Division

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

## Employment Application Form

The Village of Lake Zurich is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, military status, or any other status or characteristic protected by law.

### Personal Information

|   |                 |  |  |
|---|-----------------|--|--|
| Last Name, First Name, Middle Initial:                                      |                 |  | Date:  |
| Street Address, City, State, Zip Code:                                      |                 |  | Phone Number:                                  |
| Email Address:  |                 |  |  |
| What position are you applying for?   |                 |  | Date Available:                                |
| Employment Desired:<br>Full Time      Part Time                             | Desired Salary: | Are you eligible to work in the<br>United States?    Yes    No   | Are you 18 years of age or older?<br>Yes    No |
| Have you worked for the Village of Lake Zurich in the<br>past?    Yes    No |                 | Do you have friends or family who work or have worked for the Village<br>of Lake Zurich?    Yes    No<br>If yes, please list name: |  |

### Education

|   |          |                                |        |
|---|----------|--------------------------------|--------|
| Do you have a high school diploma or equivalent?    Yes    No                                   |          |                                |        |
| College/University Name:  | Address: | Did you graduate?<br>Yes    No | Major: |
| College/University Name:  | Address: | Did you graduate?<br>Yes    No | Major: |
| Post Graduate School Name:  | Address: | Did you graduate?<br>Yes    No | Major: |
| Trade School Name:  | Address: | Did you graduate?<br>Yes    No | Major: |
| Certifications, licenses, or<br>associations relevant to the<br>position (i.e. CPA, AICP, CDL): |          |                                |        |
| Other training or skills relevant<br>to the position:   |          |                                |        |

### U.S. Military Service

|                    |   |                   |
|--------------------|---|-------------------|
| Branch:            | Service Start Date:                                 | Service End Date: |
| Rank at Discharge: | Are you currently in the Armed Forces:    Yes    No |                   |

Employment History (List most recent employer first)

|   |                   |       |     |
|---|-------------------|-------|-----|
| Company Name:   | Title:            |       |     |
| Company Address:  | Employment Dates: | From: | To: |
| Phone:  | Supervisor:       |       |     |
| Responsibilities:   |                   |       |     |
| Do you or did you have supervisory responsibilities?    Yes            No |                   |       |     |
| Reason For Leaving:   |                   |       |     |
| May we contact this employer?            Yes            No                |                   |       |     |

|   |                   |       |     |
|---|-------------------|-------|-----|
| Company Name:   | Title:            |       |     |
| Company Address:  | Employment Dates: | From: | To: |
| Phone:  | Supervisor:       |       |     |
| Responsibilities:   |                   |       |     |
| Do you or did you have supervisory responsibilities?    Yes            No |                   |       |     |
| Reason For Leaving:   |                   |       |     |
| May we contact this employer?            Yes            No                |                   |       |     |

|   |                   |       |     |
|---|-------------------|-------|-----|
| Company Name:   | Title:            |       |     |
| Company Address:  | Employment Dates: | From: | To: |
| Phone:  | Supervisor:       |       |     |
| Responsibilities:   |                   |       |     |
| Do you or did you have supervisory responsibilities?    Yes            No |                   |       |     |
| Reason For Leaving:   |                   |       |     |
| May we contact this employer?            Yes            No                |                   |       |     |

## Professional References

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|          |          |
|----------|----------|
| Name:    | Title:   |
| Company: | Address: |
| Phone:   | Email:   |

|          |          |
|----------|----------|
| Name:    | Title:   |
| Company: | Address: |
| Phone:   | Email:   |

|          |          |
|----------|----------|
| Name:    | Title:   |
| Company: | Address: |
| Phone:   | Email:   |

## Disclaimer and Signature

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I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment. I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I understand that the company may as part of the hiring process request an investigative consumer report from a third party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.

I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_