



Submit to:
Village of Riverwoods Police Department
845 Saunders Rd
Riverwoods, IL 60015 or
police@villageofriverwoods.com

APPLICATION FOR EMPLOYMENT

Date _____ (Type or print clearly.)

Equal Employment Opportunity Statement

It is the express policy of the Village of Riverwoods to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, political affiliation, national origin or any other legally protected status, in accord with applicable legal requirements.

Title of position for which applying: _____

Full name: _____
Last First Middle

Indicate any other names used: _____

Address: _____
No. Street City State Zip

Contact Information: _____
Phone Number with Area Code Email Address

How did you learn of this opening? _____

If hired, on what date would you be available to start work? _____

Previous employment with the Village of Riverwoods? No Yes If yes, list department: _____

Are you legally authorized to work full time in the United States? _____

Can you perform the essential functions of the job for which you are applying? Yes No

What languages, other than English, do you speak and/or write fluently? _____

EDUCATIONAL BACKGROUND & SKILLS

TYPE OF SCHOOL	NAME AND LOCATION	YEARS ATTENDED	GRADUATED	COURSE OR MAJOR
HIGH SCHOOL	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

COLLEGE	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

POST GRADUATE	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

BUSINESS OR TRADE	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

OTHER	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you possess a valid Driver's License? Yes No

Do you have experience operating specialized equipment? Yes No List: _____

List any other specialized certifications or licenses applicable to the position: _____

EMPLOYMENT HISTORY

List previous three (3) employers, including any military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

Employer: _____ Telephone: _____

From: _____
Month Year

Address: _____

To: _____
Month Year

Supervisor's name and title: _____

Full Time Part Time
Hours per week _____

Your title: _____

Reason for leaving: _____

May we contact this employer? Yes No

REFERENCES

(Excluding relatives.)

PLEASE INCLUDE COMPLETE INFORMATION

1. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

2. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

3. _____
Name (First/Last) Phone Number Email Address

Organization Job Title Relationship Years Known

Have you ever been convicted of a crime, excluding minor traffic offenses? No Yes

Note: Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and date of the offences, seriousness/nature of the violation will be taken into account. Do not include minor traffic citations, and arrests or convictions which have been sealed or expunged when answering.

If yes, describe in full: _____

Use this space to continue any answers from other questions, to explain any special qualifications pertinent to the position for which you are applying, or to provide any additional information necessary to describe your full qualifications.

I understand that nothing in this application creates an employment contract or relationship. I also understand that if hired by the Village of Riverwoods, my employment can be terminated at any time, by myself or the Village, for any grounds not prohibited by law.

I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

I consent to have the Village of Riverwoods contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual and given without malice.

Signature

Date