



1 Illinois Boulevard  
Hoffman Estates, Illinois 60194

# APPLICATION FOR EMPLOYMENT

It is the policy of the Township of Schaumburg to maintain and promote equal opportunity. In all phases of recruitment and employment, decisions will be based on merit without discrimination on the basis of race, color, national origin, religion, gender, age, disability or political affiliation.

⇒ **Incomplete applications may be subject to rejection. Please complete all blanks or indicate "not applicable."** ⇐

## PLEASE PRINT IN INK

<b>Name</b> (As it appears on your Social Security Card / Work Permit Card):		<b>Date</b>
<b>Address:</b> Street:		<b>Telephone Numbers:</b> Home:
City, State, Zip:		Other:
<b>Email address:</b>		
<b>Position you are applying for:</b>		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired: \$                      per	Date available:	
Referred by:	Are you lawfully permitted to become employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility shall be required within three (3) days of the date hired.)	
Were you previously employed by the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what department?		Dates of employment?
Have you previously applied to the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No                      When?		
Do you have any relatives working for the Township of Schaumburg? <input type="checkbox"/> Yes <input type="checkbox"/> No                      Name:                      Relation:		
If applying for a position which requires driving a vehicle, please provide the following information:		
I have a valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No		I have a CDL with a "P" Endorsement <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Criminal convictions are not an absolute bar to employment. If the answer to the preceding questions was "Yes," please provide details below:		
(Applicant is not required to reveal sealed or expunged criminal records.)		

## EDUCATION INFORMATION:

	NAME & LOCATION	# OF YEARS COMPLETED	COURSES/AREAS OF STUDY	DIPLOMA / DEGREE / CERTIFICATE
High School				
College/University				
College/University				
Graduate School				
Trade School/Other				
Trade School/Other				

Please list below any special job-related skills, training, experience, licenses, or certificates you possess.

## EMPLOYMENT HISTORY:

THIS PORTION OF THE APPLICATION MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME.

List names of employers in consecutive order with present or last employer listed first.

FROM:	/	TO	/	YOUR POSITION:			
EMPLOYER					YOUR SUPERVISOR		
ADDRESS							
PHONE				TYPE OF BUSINESS			
REASON FOR LEAVING							
<b>BASE SALARY</b>	\$		\$		<b>OTHER COMPENSATION, BONUSES</b>	\$	
	START		FINAL				
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:							

FROM:	/	TO	/	YOUR POSITION:			
EMPLOYER					YOUR SUPERVISOR		
ADDRESS							
PHONE				TYPE OF BUSINESS			
REASON FOR LEAVING							
<b>BASE SALARY</b>	\$		\$		<b>OTHER COMPENSATION, BONUSES</b>	\$	
	START		FINAL				
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:							

FROM:	/	TO	/	YOUR POSITION:			
EMPLOYER					YOUR SUPERVISOR		
ADDRESS							
PHONE				TYPE OF BUSINESS			
REASON FOR LEAVING							
<b>BASE SALARY</b>	\$		\$		<b>OTHER COMPENSATION, BONUSES</b>	\$	
	START		FINAL				
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:							

FROM:	/	TO	/	YOUR POSITION:			
EMPLOYER					YOUR SUPERVISOR		
ADDRESS							
PHONE				TYPE OF BUSINESS			
REASON FOR LEAVING							
<b>BASE SALARY</b>	\$		\$		<b>OTHER COMPENSATION, BONUSES</b>	\$	
	START		FINAL				
BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES:							

