



***Village of Libertyville***  
 Application for Part-time Employment  
 Libertyville Recreation & Sports Complex Department

Name: \_\_\_\_\_

Thank you for your interest in the Libertyville Recreation & Sports Complex Department.  
 Please indicate which areas you are interested in working.

**Libertyville Sports Complex**

- Front Desk
- Fitness Desk
- Concessions
- Birthday Party Attendant
- Climbing Mountain Attendant
- Manager on Duty
- Youth Athletics Classes
- Fitness Instructor/Personal Trainer
- Dance Instructor
- Preschool Programs

**Summer Camps (Mon-Fri)**

- Adler Day Camp
- Teen Travelers Bike Camp
- Sports & More Summer Camp
- Preschool Camp

**Adler and Riverside Swimming Pools**

- Concessions
- Cashier
- Lifeguard
- Swim Instructor
- Swim Team Coach
- Pool Manager / Lifeguard (20+)

Please indicate hours of availability on each given day. If unavailable on a full day please place an **X**.

| Time                                                | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------------------------------------|--------|--------|---------|-----------|----------|--------|----------|
| Hours of Operation<br><br>5:00 a.m. -<br>11:00 p.m. |        |        |         |           |          |        |          |

**\*\* EMPLOYEES MAY BE EXPECTED TO WORK NIGHTS AND WEEKENDS\*\***



118 West Cook Avenue  
Libertyville, IL 60048  
(847)-362-2430

**VILLAGE OF LIBERTYVILLE – EMPLOYMENT APPLICATION**

*The Village of Libertyville is an Equal Opportunity Employer*

*Our Village government accepts for employment and promotes its employees without regard for race, color, religion, sex, age, marital status, national origin, ancestry, physical or mental handicap unrelated to the ability of an individual, or an unfavorable discharge from military service, and bases appointments and promotions on merit, experience, and other qualifications applied fairly to all applicants and in accord with state and federal law. All information contained in or connected with this application will be considered confidential and used only in conjunction with possible employment with the Village of Libertyville. Please furnish complete information as outlined in this application. Please use a computer or ink.*

INSTRUCTIONS: Fill out this application completely and accurately. If your application is made out properly it may increase your chances of employment. All statements in your application are subject to verification. **Incorrect statement(s) will bar or remove you from employment.** If writing space is inadequate, use an additional sheet and identify information by question number. (Appendix A – Police application only). Use the term “DNA” (does not apply) if the question does not apply.

NAME: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Have you ever been known by another name, if yes please list: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Years at Present Address: \_\_\_\_\_  
City State Zip code Telephone: Home \_\_\_\_\_  
Cell \_\_\_\_\_

Driver’s License N.: \_\_\_\_\_ Class: \_\_\_\_\_ Expires: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Specific Days and Hours: \_\_\_\_\_

Date Available for Work: \_\_\_\_\_

Have you read the job description and the essential job functions for which you are applying?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any relatives employed by the Village, if yes please list:

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Education: Years of school successfully completed: \_\_\_\_\_

Education History:

| Type of School | Name & Address | How Many Years Attended? | Graduated Yes or No | Course/ Major |
|----------------|----------------|--------------------------|---------------------|---------------|
| High School    |                |                          |                     |               |
| College        |                |                          |                     |               |
| Post Graduate  |                |                          |                     |               |
| Business/Trade |                |                          |                     |               |
| Other          |                |                          |                     |               |

Employment History

May we contact your present employer? Yes \_\_\_ No \_\_\_

| Employer's Name & Address | Start & Leave Date | Job Title & Work Description | Reason for Leaving | Supervisor's Name, Title & Phone # |
|---------------------------|--------------------|------------------------------|--------------------|------------------------------------|
|                           | From:              |                              |                    |                                    |
|                           | To:                |                              |                    |                                    |
|                           | From:              |                              |                    |                                    |
|                           | To:                |                              |                    |                                    |
|                           | From:              |                              |                    |                                    |
|                           | To:                |                              |                    |                                    |

If you have served in the armed forces, provide the following information: (Please note that an unfavorable discharge is not an absolute bar from employment and other factors will affect the employment decision to hire or not to hire).

Branch of Service: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Type of Discharge (Please select one): Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Specialist schools, and commendations received in the military, if yes, please list: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Present Military Affiliation: None \_\_\_\_\_ Inactive Reserves \_\_\_\_\_ Active Reserves \_\_\_\_\_

**Special Skills:**

|                                                               |                  |                                                         |                  |
|---------------------------------------------------------------|------------------|---------------------------------------------------------|------------------|
| To be completed by applicants for office/ clerical positions: |                  | To be complete by applicants for Public Works position: |                  |
| Typing                                                        | Words per minute | Type of tools/machines/vehicles operated                | Years Experience |
| Computer Skills                                               |                  |                                                         |                  |

List any experiences, skills, or qualifications that you believe would especially fit you for work for the Village (example: additional language(s) spoken):? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**References:**

| Name & Address | Home or Cell Phone | Occupation & Work Address<br>Please Indicate Relationship | Work Phone |
|----------------|--------------------|-----------------------------------------------------------|------------|
|                |                    |                                                           |            |
|                |                    |                                                           |            |
|                |                    |                                                           |            |

Have you ever been bonded? \_\_\_\_ If yes, on what jobs: \_\_\_\_\_

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READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that all answers to questions on this application are true and I understand that they may be verified, and any misstatement of material fact will cause forfeiture of right of employment.

\_\_\_\_\_  
Signature of Applicant

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We would appreciate knowing how you heard about this position:

Village of Libertyville website \_\_\_\_\_ Friend \_\_\_\_\_ Other \_\_\_\_\_  
(Specify)

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|                     |                                                                               |
|---------------------|-------------------------------------------------------------------------------|
| For office use only | Date Employed: _____<br>Department: _____<br>Salary: _____<br>Position: _____ |
|---------------------|-------------------------------------------------------------------------------|