

THE AMERICAN LEGION DEPARTMENT OF ILLINOIS

For God and Country

*P.O. Box 2910, Bloomington, Illinois 61702-2910
2720 E. Lincoln Street, Bloomington, Illinois 61704-6010*

**WE'RE
HIRING!**

The American Legion is looking for a Service Officer in the Chicago area.

Description: Assist Veterans/dependents in applying for available federal benefits from the United States Department of Veterans Affairs Office, by initiating or reopening claims.

Previous experience is helpful, but not necessary.

Qualifications:

- Must be a military veteran with an honorable discharge.
- Must be eligible and willing to join the American Legion (if not already a member).
- Must be computer literate, knowledge of Microsoft Office is helpful.
- Must be able to communicate well, both verbally and in writing.
- Must be able to pass fingerprint and background check.
- Having a service connected disability is a plus.
- Must have a desire to help other veterans.

Duties:

- Complete initial application, or reopen existing claims, for compensation (service-connected disabilities) or Pension (non-service-connected disability).
- Research medical conditions and obtain necessary medical records and statements from physicians to support the claim(s).
- Obtain necessary financial information and corroborating information and documents from the veteran's military colleagues, family members, or other sources.
- Ensure all timelines are met so the veteran does not lose any potential benefits.
- Assist veterans in preparation for personal hearings to include accompanying them to hearings.
- Answering questions, advising, and educating individuals and groups on what benefits are available from federal, state, county, and local resources.

Please contact Marty Conatser, Department Adjutant, for further details.

(309) 663-0361 or mconatser@illegion.org

*Telephone: (309) 663-0361
Web: <http://www.illegion.org>*

*Fax: (309) 663-5783
E-mail: hdqs@illegion.org*

American Legion Department of Illinois Employment Application

- ✓ Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? Yes No

Employer _____ Job Order # _____
Job Title _____

PERSONAL DATA

Name _____
Present Address _____ City _____ State _____ Zip _____
Phone () - _____ Message Phone () - _____ E-Mail Address _____
Driver's License: Operator CDL CDL Type _____ Endorsements _____
Are you a Veteran of Military Service Yes No

EDUCATION

High School Diploma or GED? Yes No Post Secondary Degree? AA BA MA Ph.D.
Name of school beyond High School _____
Training Length _____ Date Completed _____
Major _____ Minor _____

WORK EXPERIENCE (List most recent work experience first)

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box *City* *State* *Zip Code*
Job Title _____ Phone () - _____
Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) ____ / ____ To (mm/yy) ____ / ____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box *City* *State* *Zip Code*
Job Title _____ Phone () - _____
Job Description (duties, skills, equipment used) _____

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WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____

Complete Address _____
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Job Title _____ Phone () - _____

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WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____

Complete Address _____
Street / P.O. Box _____ City _____ State _____ Zip Code _____

Job Title _____ Phone () - _____

Job Description (duties, skills, equipment used) _____

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ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Volunteer Work _____

Licenses, Certificates, special skills, etc. _____

LIST REFERENCES (preferably persons who know about your work/training)

Name	Address	Phone Number
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Signature: _____ Date: _____

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? Yes No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

The American Legion Department of Illinois

2720 E. Lincoln, Bloomington, IL 61704 Phone (309) 663-0361 Fax (309) 663-5783