



Application for Employment

The Village of Oak Park
Village Hall
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Oak Park, Illinois 60302-4272

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AN EQUAL OPPORTUNITY EMPLOYER — The Village of Oak Park does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, marital status, veteran status protected by applicable federal, state or local law.

*** Indicates a required field. Please PRINT your information.**

POSITION APPLIED FOR *

I. PERSONAL INFORMATION

Last Name* _____ First Name * _____ M.I _____

PRESENT ADDRESS*

Street _____ Apt # _____ City _____ State _____ Zip Code _____

CONTACTS*

() _____ () _____ () _____
Home Work/Daytime Mobile/Cell E-Mail

Are you legally eligible to work in the United States? * Yes No

Are you at least eighteen years of age? * Yes No

Have you ever been employed by the Village of Oak Park?* (see below) Yes No

If you have been previously employed by the Village of Oak Park, complete the information below for the last position you held. If you have been previously employed by the Village of Oak Park more than once, complete the information in the Comments section of this application.

Employment Dates: _____
From (mm/dd/yyyy) _____ Position Held _____
To (mm/dd/yyyy) _____ Reason for Leaving _____

Have you ever pleaded guilty, or no contest to, or convicted of any misdemeanor or felony? * Yes No

If Yes, explain in detail listing reason(s), date(s), and location(s) in the Comments section.

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

Are you able to perform the essential functions of the position for which you are applying? * Yes No

If No, explain reasons or circumstances in the Comments section.

Have you served in the military?* If Yes, list service branch and date(s). Yes No

Enlistment Dates: _____
From (mm/dd/yyyy) _____ Position Held _____
To (mm/dd/yyyy) _____ Type of Discharge _____

Are you related to any current member of the Village of Park Board of Trustees, or any person now employed by the Village of Oak Park?* If Yes, provide the information requested below.

Name	Name
Department	Relationship
Relationship	Department
Department	Relationship

II. EDUCATION AND SKILLS

HIGH SCHOOL NAME*	Course of Study/Major*
City*	State*
Was Diploma or Degree Granted?*	List Diploma or Degree* (Please specify if GED)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

POST SECONDARY/COLLEGE NAME*	Course of Study/Major*
City*	State*
Was Diploma or Degree Granted?*	List Diploma or Degree* (Please specify if GED)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

POST SECONDARY/COLLEGE NAME*	Course of Study/Major*
City*	State*
Was Diploma or Degree Granted?*	List Diploma or Degree* (Please specify if GED)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

Do you hold any license, registration or certification required by or related to the position for which you are applying?* Include all licenses such as Commercial Driver License, operator's license, etc.

<input type="checkbox"/> License	Type	Issued By	Expiration	Number
<input type="checkbox"/> License	Type	Issued By	Expiration	Number
<input type="checkbox"/> Registration	Type	Issued By	Expiration	Number
<input type="checkbox"/> Certification	Type	Issued By	Expiration	Number
<input type="checkbox"/> Other	Type	Issued By	Expiration	Number

List any special skills or equipment you can operate. _____

Describe your computer experience, including all software applications. _____

III. WORK EXPERIENCE List name, address and phone number of the PREVIOUS FOUR (4) EMPLOYERS with the most recent employer first. DO NOT use "refer to resume."

<u>1.</u>	Position*	Employer Name*	Immediate Supervisor*
Address* Street	City	State	()
City	State	Zip Code	Phone*
Work Schedule*	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	E-Mail
Describe your major duties.*	From (mm/yyyy)*	To (mm/yyyy)*	Internet (Web) Address
Reason(s) for leaving.*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	May we contact this employer?

2. _____
 Position* Employer Name* Immediate Supervisor*

 ()
 Address* Street Phone* E-Mail

 City State Zip Code Internet (Web) Address

 Work Schedule* Full Time Part Time _____
 From (mm/yyyy)* To (mm/yyyy)*
 Describe your major duties.* _____ May we contact this employer?
 Reason(s) for leaving.* _____ Yes No

3. _____
 Position* Employer Name* Immediate Supervisor*

 ()
 Address* Street Phone* E-Mail

 City State Zip Code Internet (Web) Address

 Work Schedule* Full Time Part Time _____
 From (mm/yyyy)* To (mm/yyyy)*
 Describe your major duties.* _____ May we contact this employer?
 Reason(s) for leaving.* _____ Yes No

4. _____
 Position* Employer Name* Immediate Supervisor*

 ()
 Address* Street Phone* E-Mail

 City State Zip Code Internet (Web) Address

 Work Schedule* Full Time Part Time _____
 From (mm/yyyy)* To (mm/yyyy)*
 Describe your major duties.* _____ May we contact this employer?
 Reason(s) for leaving.* _____ Yes No

Have you ever been employed using a different name?* Yes No
 If Yes, explain in detail listing name(s), and date(s) in the Comments section.

Explain any gaps in your employment history in the space below and in the Comments section if you need additional room.

Have you ever been terminated or asked to resign from a job?* Yes No
 If Yes, explain in detail listing reason(s), date(s), and location(s) in the Comments section. **Note:** Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and date on which you were terminated or asked to resign and recent work history will be taken into account.

May we contact your current employer?* Yes No
 If No, explain in detail the reason(s) in the Comments section.

Do you have adequate transportation to and from work?* Yes No
 If No, explain in detail the reason(s) in the Comments section.

IV. PROFESSIONAL REFERENCES

List name and phone number of three (3) professional references, one of which is a previous supervisor who can comment on your work performance. DO NOT use "refer to resume."

1. _____ () _____
Name* (First/Last) Phone* E-Mail

_____ Professional Relationship*
Current Title* Organization*

Is this reference a former direct supervisor?* Yes No May we contact this reference?* Yes No

2. _____ () _____
Name* (First/Last) Phone* E-Mail

_____ Professional Relationship*
Current Title* Organization*

Is this reference a former direct supervisor?* Yes No May we contact this reference?* Yes No

3. _____ () _____
Name* (First/Last) Phone* E-Mail

_____ Professional Relationship*
Current Title* Organization*

Is this reference a former direct supervisor?* Yes No May we contact this reference?* Yes No

V. SIGNATURE

NOTICE TO ALL APPLICANTS: Proof of citizenship or authorization for employment in the United States is required in accordance with the Immigration and Reform and Control Act of 1986.

COMMENTS AND ADDITIONAL INFORMATION Section

REQUIRED:

- * I certify that the information provided in this Application for Employment (and accompanying resume, if any) is true and correct to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information contained in this Application (or accompanying resume) will be cause for the denial of my application and constitute grounds for immediate dismissal from any subsequent employment with the Village of Oak Park. Check the box and place your initials here indicating that you so certify and understand:
- * I understand that this application does not constitute an employment contract or an offer of employment. In consideration of my employment, I agree to conform to the rules and regulations of the Village of Oak Park. Check the box and place your initials here indicating that you understand and agree:
- * In further consideration of my employment, I understand and agree that my employment is contingent upon successful completion of a pre-employment physical including a drug screen, criminal background investigation and reference checks. Check the box and place your initials here indicating that you understand and agree:
- * I hereby authorize persons, schools, and/or previous employers named in this application (and accompanying resume, if any) to provide the Village of Oak Park with all records and information regarding employment with them, and I release all individuals, partnerships, associations or corporations from any and all liability, claims or damages that may result from the use, disclosure or release of such information. Check the box and place your initials here indicating that you so certify and understand:
- * I understand that at any time during my employment, the Village may require me to submit to a physical examination, drug and/or alcohol test to the extent permitted by law. I consent to the disclosure of the results of any physical examination or related testing including drug and alcohol testing to the Village. I also understand that I may be required to take other tests such as personality and honesty tests prior to and during my employment and I consent to all such testing. I understand that if I should decline to sign this consent or decline to take such tests, my application for employment may be rejected or my employment terminated. Check the box and place your initials here indicating that you understand and consent:
- * I certify that I have read the foregoing paragraphs. Check the box and place your initials here indicating that you so certify and understand:

Signature

Date
