

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	_____ Department	_____ Relationship

II. EDUCATION AND SKILLS

_____ HIGH SCHOOL NAME*	_____ Course of Study/Major*	
_____ City*	_____ State*	_____ List Diploma or Degree* (Please specify if GED)

Was Diploma or Degree Granted?* Yes No

Date (mm/dd/yyyy)

_____ POST SECONDARY/COLLEGE NAME*	_____ Course of Study/Major*	
_____ City*	_____ State*	_____ List Diploma or Degree* (Please specify if GED)

Was Diploma or Degree Granted?* Yes No

Date (mm/dd/yyyy)

_____ POST SECONDARY/COLLEGE NAME*	_____ Course of Study/Major*	
_____ City*	_____ State*	_____ List Diploma or Degree* (Please specify if GED)

Was Diploma or Degree Granted?* Yes 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	_____ Zip Code	_____ Phone*	_____ E-Mail
_____ Work Schedule*	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	_____ Internet (Web) Address		

From (mm/yyyy)*

To (mm/yyyy)*

Describe your major duties.* _____ May we contact this employer?

Reason(s) for leaving.* _____ Yes No

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.

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
