



# Village of Woodridge Application for Employment

*Please return to:*  
**Village of Woodridge – Human Resources, 5 Plaza Drive, Woodridge, IL 60517**  
**Fax (630) 719-0021, Email: [hr@vil.woodridge.il.us](mailto:hr@vil.woodridge.il.us)**

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It is the policy of the Village of Woodridge to maintain and promote equal employment opportunity. In all phases of employment (recruitment, selection, promotion and compensation), employees will be judged on the basis of merit without discrimination based upon race, color, creed, religion, sex, disability, age, or any other classification protected by law.

### **American with Disabilities Act (“ADA”) Information**

Any applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the Administration Department at (630) 719-4708.

**Please furnish us with complete information as requested in this application.**

### **PERSONAL INFORMATION**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

Class  A  B  C  D Is this license currently valid?  Yes  No

### **GENERAL INFORMATION**

Are you legally eligible for employment in the United States?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you ever applied here before?  Yes  No

If yes, when? \_\_\_\_\_ Department/Position \_\_\_\_\_

Have you ever been previously employed by the Village of Woodridge?  Yes  No

If yes, when? \_\_\_\_\_ In what position? \_\_\_\_\_

Are you related to any employee of the Village of Woodridge?  Yes  No

If yes, provide employee's name and relationship to you.

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Explain any gaps in your employment, other than those due to personal illness, injury, or disability: \_\_\_\_\_

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

Have you ever been asked to resign from a job?  Yes  No

If yes, please explain. \_\_\_\_\_

### POSITION INFORMATION

What position are you applying for? \_\_\_\_\_

What days and hours are you available to work? \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Internship  Temporary/Seasonal

Salary desired \_\_\_\_\_ Hours of work (per week) desired \_\_\_\_\_

How did you hear about this position?

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Village of Woodridge website | <input type="checkbox"/> Other website   | <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Newspaper       |
| <input type="checkbox"/> Municipal job posting        | <input type="checkbox"/> Village marquee | <input type="checkbox"/> Woodridge E-News  | <input type="checkbox"/> WCTV, Channel 6 |
| <input type="checkbox"/> Walk-In                      | <input type="checkbox"/> Other           |  |  |

### EDUCATION AND OTHER TRAINING

High School \_\_\_\_\_ City, State \_\_\_\_\_

High School Degree Earned?  Yes  No

If not, have you passed GED?  Yes  No

College \_\_\_\_\_

City, State \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_

City, State \_\_\_\_\_ Degree \_\_\_\_\_

Other \_\_\_\_\_

City, State \_\_\_\_\_ Degree \_\_\_\_\_

List any licenses or certificates relating to this position: \_\_\_\_\_

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

List any other courses, seminars, workshops, etc. that may relate to this position: \_\_\_\_\_

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

List any special accomplishments, publications, awards, or other recognition you have earned: \_\_\_\_\_

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List any other skills or experience that relate to this position (software skills, heavy machinery, etc.): \_\_\_\_\_

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List professional, trade, business or civic activities or associations to which you belong. *Do not include those which would identify your race, color, religion, sex, national origin, age, disability, ancestry, marital status, or sexual orientation:*

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Is there any other job-related information you want us to know about you? \_\_\_\_\_

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## EMPLOYMENT HISTORY

**List Most Recent Employment First. Fill in all blanks. Do not enter "See Resume."**

1) Company \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address (City, State) \_\_\_\_\_

List Start & End Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

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2) Company \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address (City, State) \_\_\_\_\_

List Start & End Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_

Responsibilities \_\_\_\_\_

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3) Company \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address (City, State) \_\_\_\_\_  
List Start & End Dates of Employment \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please list any additional employment on additional sheet of paper or on attached resume.***

### **MILITARY SERVICE RECORD**

Are you a veteran of the U.S. Military Service?  Yes  No

If yes, what branch? \_\_\_\_\_

If yes, what rank? \_\_\_\_\_

Are you currently or have you been in the National Guard or Reserve?  Yes  No

### **REFERENCES**

**Please list three professional references. Do not list personal references such as relatives or friends.**

1) Full Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_ Phone Number \_\_\_\_\_

2) Full Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_ Phone Number \_\_\_\_\_

3) Full Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_ Phone Number \_\_\_\_\_

### **DISCLAIMER & SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if I am hired I may be released from employment without notice or benefits, regardless of how or when discovered.

I understand that candidates hired by the Village are subject to satisfactory completion of a probationary period and a post-offer physical exam, drug screen and other tests as required for the position. I further understand that continued employment may be based on the successful completion of similar tests.

**Your signature below indicates your agreement with the following statements:**

*"By signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my employment application and information."*

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

