



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

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 salaries), 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.

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) 719-4705.

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

Name _____ Soc Sec # _____
Last First Middle

Address _____
Number Street City State Zip Code

Home Phone (____) _____ Work Number (____) _____

Mobile/Other Phone # (____) _____ E-mail Address _____

Driver's License Number _____ State _____ Class Exp. Date _____
(Please Circle)

Is this license currently valid? _____ Yes _____ No Do you have a valid CDL? _____ Yes _____ No

Please identify the specific position(s) from our open job listings for which you are applying:
 1. _____, 2. _____

Full-Time ___ Part-Time ___ Temporary ___ Seasonal ___ Date Available to Start _____

How were you referred to the Village of Woodridge?
 ___ Newspaper ___ Employee ___ WCTV Channel 6 ___ Web Site ___ Municipal Job Posting ___ Village Marquee ___ Walk-In
 ___ Other _____ Name of Referral Source: _____

May we contact you at work? _____ Yes _____ No

If yes, work number and best time to call: (____) _____, _____ AM / PM

Are you legally eligible for employment in the United States? _____ 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, state their name and relationship to you: _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony? _____ Yes _____ No

If yes, please provide date(s) and details: _____

(YOU NEED NOT DISCLOSE ANY SEALED, IMPOUNDED OR EXPUNGED RECORDS OF CONVICTION OR ARREST.)

What hours are you available to work? _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Please do not write, "see resume".

Employer _____ Telephone () _____

Street Address _____ City _____ State _____ Zip Code _____

Dates of Employment _____ Reason for Leaving _____

Ending Job Title _____ Ending Salary _____

Name of Immediate Supervisor (Most Recent) _____ May we contact for reference? _____

Summarize the type of work performed and job responsibilities:

Employer _____ Telephone () _____

Street Address _____ City _____ State _____ Zip Code _____

Dates of Employment _____ Reason for Leaving _____

Ending Job Title _____ Ending Salary _____

Name of Immediate Supervisor (Most Recent) _____ May we contact for reference? _____

Summarize the type of work performed and job responsibilities:

Employer	Telephone ()		
Street Address	City	State	Zip Code
Dates of Employment	Reason for Leaving		
Ending Job Title	Ending Salary		
Name of Immediate Supervisor (Most Recent)	May we contact for reference?		

Summarize the type of work performed and job responsibilities:

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

Have you ever been fired or asked to resign from a job? _____. If yes, please explain: _____

MILITARY SERVICE RECORD

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

Branch _____ Rank _____

During what years did you serve? _____

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

EDUCATION

Type of School	Name/Address of School	Major	Circle Last Year Completed	Degree Earned, (if yes indicate degree)
High School			9 10 11 12	Yes No If no, have you passed GED? _____
College/University			1 2 3 4	Yes No
College/University			1 2 3 4	Yes No
Graduate			1 2 3 4	Yes No
Technical/Business/ Trade School			1 2 3 4	Yes No
Other			1 2 3 4	Yes No

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: _____

List any other skills/experience that relate to this position (typing, software skills, heavy machinery, etc.): _____

List professional, trade, business or civic activities or associations to which you belong. **You should omit those which would identify your race, color, religion, sex, national origin, age, disability, ancestry, marital status, or sexual orientation.** _____

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

REFERENCES

Please list three references that are familiar with your work history and experience. Do not list relatives, friends, or personal references.

Name _____ Title _____

Company _____ Business Relationship _____

Address _____ Years Known: _____

Phone Number (_____) _____

Name _____ Title _____

Company _____ Business Relationship _____

Address _____ Years Known: _____

Phone Number (_____) _____

Name _____ Title _____

Company _____ Business Relationship _____

Address _____ Years Known: _____

Phone Number (_____) _____

APPLICANT AGREEMENT

Please read before signing. Questions regarding this statement should be directed to the Administration Department prior to signing.

I certify that all the facts contained in this application are true, accurate, and complete to the best of my knowledge and understand that any false statements, misrepresentations, or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of a probationary period and a post-offer, pre-employment physical exam, drug screen and other tests as required for the position.

SIGNATURE: _____ **DATE:** _____