



APPLICATION FOR EMPLOYMENT

Please return to:
Human Resources Office
Village of Winnetka
510 Green Bay Road 2nd Floor
Winnetka, IL 60093

Date Received _____

By _____

An Equal Opportunity Employer

It is the express policy of the Village of Winnetka to consider all applicants for employment without regard to race, color, religion, gender, age, physical disability, national origin, or any other legally protected status, in accord with applicable legal requirements.

Instructions: Please provide complete information. Type or print in ink. If a question does not apply to you, please enter "N/A" (not applicable) in the blank provided. False, inaccurate or incomplete information may subject you to disqualification or dismissal from employment. You are encouraged to attach a personal resume and additional information that you believe qualifies you for the position.

Position Applied For: _____ **Date Available** _____

Full Time _____ Part Time _____ Temporary _____ Summer _____ Minimum Salary: \$ _____ per _____

Personal Information

1. Name _____
Last First Middle

2. Present permanent address _____
City State Zip

3. Contact info: (Home) _____ (Cell) _____ e-mail: _____

4. Are you legally authorized to work in the United States? Yes _____ No _____

5. Can you operate a motor vehicle? Yes _____ No _____

6. Do you have a valid driver's license? Yes _____ No _____

Education

7. Please list the schools you have attended.

School	Name and Mailing Address of School	Number of credits	Type of Degree or Diploma Received
High School/GED			
Technical			
Junior College			
College/University			
Higher Education			

8. List any training, skills, professional licenses or certificates that you have that relate to the position for which you are applying:

Conviction Information (for background investigation purposes) You are not obligated to disclose sealed or expunged records of conviction. The Village of Winnetka will not automatically reject an applicant who has been convicted.

9. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic offenses) in any jurisdiction? Yes ___ No ___

If yes, please provide the following information:

10. What jurisdiction? _____

11. What type of offense? _____

12. Date of offense? _____

Employment History

13. List **EVERY** previous employer beginning with your current or most recent employer. Attach a separate sheet of paper, if necessary.

Employment Date: From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Position Held _____ Immediate Supervisor _____

Your Duties _____ Last Salary _____

Reason for Leaving _____

May we contact your current employer? _____

Employment Date: From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Position Held _____ Immediate Supervisor _____

Your Duties _____ Last Salary _____

Reason for Leaving _____

Employment Date: From _____ To _____ Full Time _____ Part Time _____

Employer _____ Telephone _____

Address _____

Position Held _____ Immediate Supervisor _____

Your Duties _____ Last Salary _____

Reason for Leaving _____

14. Have you ever been discharged or forced to resign from previous employment? Yes ___ No ___

If yes, explain (include employer's name and address): _____

References

15. List 3 references who can provide information about your ability to do the job for which you are applying. (The Village reserves the right to contact the references at any time.)

Name:	Home Phone:
Address:	Work phone:
City, State:	Years Acquainted:
<hr/>	
Name:	Home Phone:
Address:	Work phone:
City, State:	Years Acquainted:
<hr/>	
Name:	Home Phone:
Address:	Work phone:
City, State:	Years Acquainted:
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Additional Information

16. You may provide additional information pertaining to your qualifications for the position for which you are applying.

Employees are subject to an employment physical including substance screening, a background check including credit history, fingerprinting and satisfactory completion of probationary period.

I DO HEREBY CERTIFY THAT ALL ANSWERS TO THE ABOVE QUESTIONS AND ALL INFORMATION PROVIDED IN ANY RESUME SUBMITTED ARE TRUE AND COMPLETE. I AGREE THAT ANY FALSE STATEMENT OR OMISSIONS OF INFORMATION REQUESTED IN THIS APPLICATION, POSITIVE TEST RESULTS, REFUSAL TO BE TESTED, OR ANY ATTEMPT TO AFFECT THE TEST RESULTS OR SAMPLE MAY CAUSE REJECTION OF THE APPLICATION, WITHDRAWAL OF ANY CONDITIONAL OFFER OF EMPLOYMENT OR TERMINATION OF EMPLOYMENT WITHOUT NOTICE OR BENEFITS.

Signature _____ Date _____



Applicant's Acknowledgment and Authorization

PLEASE READ THIS CAREFULLY AND IN ITS ENTIRETY BEFORE SIGNING BELOW.

I understand and agree that all information furnished in this application may be verified and a background investigation conducted by the Village or its authorized representative or agent. I hereby authorize the Village of Winnetka to investigate any of the information contained on my application for employment, including past employment records, licenses, certificates, references and other facts stated on the application, including criminal background. I further authorize all individuals and organizations named and any consumer reporting agency or law enforcement organization to give the Village all information relative to such verification and background investigation. I also authorize the Village to provide to each other, any and all information, whether oral or written, obtained during the application and employment process, including information obtained in the course of a background check. I specifically consent to the disclosure of information which may be covered by a settlement agreement or other "confidentiality" provision entered into with my former employers, and I waive my rights to enforce any such prior confidentiality agreement against my former employer with regard to this disclosure. I waive any right I may have to be notified by any individuals and organizations named in my application for employment prior to the release of any information to the Village, including the release of information concerning any disciplinary action taken against me by former employers. I hereby release and discharge the Village and any person or entity from whom any such information is obtained from any liability whatsoever related to the use of disclosure of such information.

I understand that the Village of Winnetka requires an employment physical including substance screening and do hereby agree to submit to testing for the detection of drugs and alcohol and give permission for test results to be released to the Village of Winnetka. I further understand that positive test results, refusal to be tested, or any attempt to affect the test results or sample will result in withdrawal of my application for employment, withdrawal of any conditional offer of employment, or termination of employment, depending on when results are received.

I also understand that if hired, the Village may conduct further medical examinations [pursuant to regulations, policies, contracts and applicable law] to promote wellness of employees and to assess any threat of physical harm to myself or others. I acknowledge that as part of such medical examinations, the Village's physicians may make inquiries into my family health history as it pertains to the medical risks related to my job performance and duties. I voluntarily consent to provide such information to the Village's physicians and acknowledge that such information may be disclosed to the Village during legal or administrative proceedings or to evaluate my eligibility for certain benefits provided pursuant to Illinois law other than group health insurance provided to me as a full-time employee. I hereby release and discharge the Village from any and all claims of liability under the Genetic Information Nondiscrimination Act arising out of or relating in any way to the conduct of post-employment medical exams and waive my right to monetary recovery should a third-party pursue such a claim on my behalf.

I also understand that the Village is not obligated to provide employment to me and that I am not obligated to accept employment. Nothing in this application or in any prior oral or written statements made by the Village or its authorized representative is intended to create any employment contract or any rights in the nature of an employment contract. I understand that if I am employed, my employment will be terminable at-will. I will have the right to terminate my employment at any time, and the Village will have the right to terminate my employment at any time with or without notice or cause. This application does not bind either me or the Village for a specific period of time regarding employment. I understand that no one other than the Village Manager has any authority to enter into any agreement contrary to the foregoing. Any such agreement must be in writing.

If I am employed, I agree to become familiar with and abide by, the policies and rules of the Village of Winnetka.

I certify that the information I have provided in this application and during the interview process is true to the best of my knowledge. I understand that any falsification and/or misrepresentation of that information, stated or implied, may result in the denial of employment at the Village of Winnetka, or in termination if I am hired by the Village.

I have read or had read to me this acknowledgement and authorization form and I understand, consent and agree to it in full by my signature below.

Date

Your Signature



AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION OF AN APPLICANT

Under the American with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a job. The Village of Winnetka is obligated to make an accommodation only to the *known* limitation of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Village that an accommodation is needed to participate in the application process. The Village is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation must file a written request at least 5 working days prior to the date for which an accommodation is being sought.

Written requests for accommodation should be submitted to:

Mark Swenson
Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093
mswenson@winnetka.org

An applicant must have express written authorization to continue in the hiring process with the benefit of the accommodation.



EEOC DATA SHEET

COMPLETION OF THIS FORM IS VOLUNTARY. YOU ARE NOT REQUIRED TO FILL IT OUT.

The information collected on this form is for statistical validation only so that we may comply with legal requirements. This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment.

Gender: 1 Male.....2 Female

Race: **Circle One -**

- 1 Hispanic or Latino
.....Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin
- 2 White
.....Persons having origins in Europe, North Africa, or the Middle East
- 3 Black or African American
.....Persons having origins in any Black racial groups of Africa
- 4 Native Hawaiian or Other Pacific Islander
.....Persons having origins in Hawaii or other Pacific islands
- 5 Asian
.....Persons having origins in the Far East, Southeast Asia, India or the Pacific Islands, including China, Japan, Korea, the Philippine Islands, and Samoa
- 6 American Indian or Alaska Native
.....Persons having origins in North America who maintain cultural identification through tribal affiliation or community recognition
- 7 Two or More Races (Not Hispanic/Latino)

Position applied for: _____

How did you learn of this position? _____

Please name the specific newspaper, radio station, internet site, etc.