



Application for Employment

Please return to:
Village of Alsip – Human Resources, 4500 W. 123rd Street, Alsip, IL 60803
Email: hr@villageofalsip.org

It is the policy of the Village of Alsip 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 HR Department at (708) 385-6902 Ext. 320

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 (Please Circle) 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 Alsip? Yes _____ No _____

If yes, when? _____ In what position? _____

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

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

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

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

(You do not need to disclose any sealed, impounded, or expunged records of conviction or arrest.)

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?

_____ Village of Alsip website _____ Other website _____ Employee Referral
_____ Newspaper _____ Village marquee _____ Municipal job posting
_____ Alsip Community Newspaper _____ Alsip gov't channel _____ Walk-In
_____ 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. _____

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

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.* _____

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

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 _____

2) Company _____ Position _____

Supervisor _____ Phone Number _____

Address (City, State) _____

List Start & End Dates of Employment _____ Ending Salary _____

Responsibilities _____

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** _____