



WOOD DALE *Illinois*

404 N. Wood Dale Road

Wood Dale, Illinois 60191

630-766-4900

EMPLOYMENT APPLICATION

NAME:	DATE:
ADDRESS:	CITY/STATE/ZIP:
EMAIL:	PHONE NUMBER:

Referral Source (please check the appropriate category and name the source):

- Advertisement
 Company's Website
 Employee
 Job Fair
 School
 Staffing Agency
 Walk-In
 Other _____

Section One (Personal/Position Related Information):

Position applied for: _____

Please list any other name under which you have been employed: _____

Are you authorized to work for any employer in the United States? Yes No

What are your preferred hours? _____

Are you willing to work other hours? _____

Are you available to work overtime? Yes No

What is your work preference? Full Time Part Time Seasonal

If applying for a position which would require you to drive a vehicle please list your Driver's License #:



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Section Two (Education):

Education/Type	Name & City	Coursework taken	Did you graduate?	Degree received
High School			Yes / No	
College			Yes / No	
Graduate School			Yes / No	
Other			Yes / No	

Section Three (Work History):

Please give your work history for the past 10 years. Note any gaps in employment. Begin with the most recent employer. Feel free to use additional paper if necessary.

1. Company: _____ Phone Number: _____

Address: _____ City/State/Zip: _____

Job Title: _____ Dates Employed: _____

Beginning Salary: _____ Ending Salary: _____

Supervisor's Name: _____ May we contact supervisor? Yes No

Reason for Separation: _____

2. Company: _____ Phone Number: _____

Address: _____ City/State/Zip: _____

Job Title: _____ Dates Employed: _____

Beginning Salary: _____ Ending Salary: _____

Supervisor's Name: _____ May we contact supervisor? Yes No

Reason for Separation: _____



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3.	Company: _____	Phone Number: _____
	Address: _____	City/State/Zip: _____
	Job Title: _____	Dates Employed: _____
	Beginning Salary: _____	Ending Salary: _____
	Supervisor's Name: _____	May we contact supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Reason for Separation: _____	

Section Four (Additional Information):

List any special achievements or qualifications (such as Training, etc.):

List any professional organization membership(s):

Please exclude memberships that may reveal race, religion, age, creed, color, sex, national origin or other segmenting factor

Section Five (Application Verification/Acknowledgement):

In completing this application, I verify that everything is true and accurate. Should I be granted a personal interview, I agree that information will be true as well. I understand that any false statements can lead to immediate termination. I understand that this application will only be considered for 30 days from the date I signed the document. Should I want to be considered after this time, I will need to reapply.

City of Wood Dale has the right to verify any of this information with any former employer, motor vehicle department, criminal history, personal reference or educational institution. City of Wood Dale has the right to use outside agencies, as it deems necessary to verify this information and/or during the course of an investigation at any time prior to or during my employment.

Should I be offered a job, I agree to comply with all policies (including drug testing) of City of Wood Dale I understand only the Director has the authority to make or change policies. I understand that City of Wood Dale is not obligated to provide employment and that I am not required to accept employment. Nothing in this application or in any prior or subsequent oral or written communication is intended to create any contract or employment. I agree not to record any interaction, materials within, or regarding City of Wood Dale, its employee and/or other interaction to which I may or may not be a party prior to, during or following my employment. Should there ever be litigation between my parties, City of Wood Dale, and myself I agree to utilize arbitration as a viable and binding alternative resolution.

I am aware that City of Wood Dale is an equal opportunity employer. City of Wood Dale does not hire, promote, terminate or make any other employment decisions based on race, religion, age, creed, color, sex, national origin or other segmenting factor. City of Wood Dale is an at will employer and as such has the right to terminate employment at any time. Should I become employed, I have the same right to terminate my employment at any time.

City of Wood Dale may view personal social media and web content sites during the application process and during the course of my employment, at their discretion in accordance with any federal, state and/or local laws. Inappropriate content may be addressed; and I agree to abide by City of Wood Dale's request to remove or alter content.

Applicant Signature _____

Date _____