



# Village of Norridge

4000 N. Olcott Avenue  
Norridge, IL, 60706-1199  
708-453-0800

www.villageofnorridge.com

## Application for Employment

The Village of Norridge is an Equal Opportunity Employer and will consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability or any other legally protected status, in accordance with the requirements of local, state and federal laws.

All persons applying for any position with the Village of Norridge, other than for a position as a full-time sworn officer with the Norridge Police Department, must fully and accurately complete this Application for Employment. Incomplete applications will not be considered.

This application is not an offer of employment and any potential employment is strictly on an at-will basis.

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Home Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

If you are hired, can you supply the required documentation to verify your lawful right to work in the United States? Yes No

Have you ever worked for the Village of Norridge? Yes No

Are you related to any employees currently working for the Village of Norridge? Yes No If so, please list: \_\_\_\_\_

Have you ever been convicted of a felony? Yes No If yes, please attach a sheet with explanation. Applicants need not disclose sealed or expunged records of convictions or arrests.

Do you have a valid driver's license? Yes No If yes, from which state? \_\_\_\_\_

Are you currently employed? Yes No

May we contact your present employer? Yes No

Date available for work \_\_\_/\_\_\_/\_\_\_

Are you available to work: Full-Time  
Part-Time ( please indicate Mornings Afternoons Evenings)  
Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Can you travel if the job requires it?                      Yes    No

How did you hear about this job opening?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    Yes    No    Degree: \_\_\_\_\_

College/ University: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    Yes    No    Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate?    Yes    No    Degree: \_\_\_\_\_

**Previous Employment**

Include the following information: Successfully completed college internships or practicums; military experience; volunteer experience.

Name of Former Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Rank/Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?                      Yes    No

Name of Former Employer: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Rank/Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?                      Yes    No

Name of Former Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Rank/Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes No

Explanation for gaps in employment (gaps that are more than 60 days): \_\_\_\_\_

Activities and Offices

List professional, trade, business or civic activities and offices held.

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

Other Qualifications, Specialized Skills or Training

Summarize special job-related skills and qualifications acquired from employment or other experience and/or training you have received that may qualify you as being able to perform job-related functions for the position you are applying.

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

Certifications and Licenses

List any certifications or licenses you have.

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

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?

Yes No

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, please attach a sheet with explanation.

### References

List names and telephone numbers of three references who are not related to you and not previous employers.

NAME	PHONE NUMBER	YEARS KNOWN
1.		
2.		
3.		

Applicant's Certification and Signature

**I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY OMISSION, FALSIFICATION, OR MISREPRESENTATION OF FACTS GIVEN IN MY APPLICATION, INTERVIEW(S), OR OTHER EMPLOYMENT FORMS WILL BE SUFFICIENT REASON NOT TO HIRE ME AND SHALL BE GROUNDS FOR IMMEDIATE DISCHARGE IF I AM HIRED.**

**I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND OF THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION, PERSONAL OR OTHERWISE.**

**I UNDERSTAND THAT IF I AM CONSIDERED FOR EMPLOYMENT OR UPON RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT BY THE VILLAGE, THAT I WILL BE SUBJECT TO AND WILL HAVE TO SUCCESSFULLY PASS A FULL BACKGROUND EXAMINATION WHICH WILL INCLUDE, BUT IS NOT LIMITED TO: SUBMISSION OF FINGERPRINTS; A FULL CRIMINAL BACKGROUND EXAMINATION; AND A GENERAL BACKGROUND EXAMINATION INCLUDING AN EXAMINATION OF MY CREDIT, SOCIAL, WORK, MILITARY, AND EDUCATIONAL HISTORY.**

**I HEREBY RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.**

**I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD, AND REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, I MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE OR PRIOR NOTICE. ONLY THE VILLAGE BOARD OR A PERSON SPECIFICALLY AUTHORIZED BY THE VILLAGE BOARD HAS THE AUTHORITY TO CREATE OR ENTER INTO ANY EMPLOYMENT AGREEMENT ON BEHALF OF THE VILLAGE.**

**I ALSO UNDERSTAND THAT, IF HIRED, I AM REQUIRED TO ABIDE BY ALL RULES, ORDINANCES, AND REGULATIONS OF THE VILLAGE. THE VILLAGE POLICIES RELATING TO CONDITIONS OF EMPLOYMENT ARE SUBJECT TO MODIFICATION BY THE VILLAGE WITHOUT NOTICE.**

**I HAVE READ THE ABOVE CERTIFICATION AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_