

****ATTENTION APPLICANTS – PLEASE READ CAREFULLY****
VILLAGE OF ADDISON, ILLINOIS - HUMAN RESOURCES DEPARTMENT
APPLICANT INFORMATION SHEET

A. INDIVIDUALS APPLYING FOR EMPLOYMENT WHEN THERE IS NO CURRENT OPENING

Please submit your application to Human Resources. Should a position open that matches your search, you may be contacted about any tests that may be required as well as the date, location and time of the test by Human Resources. Please be advised that applications will be placed in our active file for one (1) year from submission; after that date, all applications will be discarded.

For more information about the testing process please read further.

B. INDIVIDUALS APPLYING FOR CURRENT JOB OPENINGS

The position for which you are applying may require a test be taken by all applicants. Applicants who have experience specifically related to the position they are applying for, will not have to take any position skills-examination; such a determination will be made exclusively by the Village of Addison. Applicants who are required to take an examination for a position, may be notified by the Human Resources Office of the date, time and location of the test. Failure to appear for the test will immediately disqualify the applicant from employment. Please contact Human Resources at 630-693-7504 at least 48 hours before the test should anyone need any special accommodations.

After the test is taken, it will take one (1) to two (2) weeks for Human Resources to process it. Pass / Fail determinations are based on a particular score as determined by factors such as, but not limited to: the nature of the test, the position being tested for, and Human Resources' determination. Applicants that fail the test will be notified within several days via mail by the Human Resources Office that they have failed the test and are no longer eligible for the position. PLEASE BE ADVISED THAT HUMAN RESOURCES WILL NOT GIVE OUT TEST SCORES TO ANY APPLICANTS. THEY WILL ONLY TELL A CANDIDATE IF THEY PASSED OR FAILED.

If you pass the exam (when one is given) for the particular position for which you are applying, your name will be placed on the eligible-for-hire list. Once this list is established, Human Resources may contact applicants for interviews. Please be advised that the Village may interview / hire anyone who is on this list, regardless of their passing score on the test. If you successfully pass the interview process, you may be required to submit to a psychological exam. All applicants will be required to successfully pass a background investigation and physical / drug screen before being considered for hire. The hiring process is anticipated to take approximately two (2) to three (3) months.

Unless otherwise indicated, if you pass any exam given for the position you are applying for, but are not selected for any current vacancies, your application will be placed in a closed file. In the event you fail to successfully complete the selection process, you are still eligible to re-apply again the next time the Village initiates a recruitment process, but only after one (1) year, from the date of the application rejection, has passed. Only one (1) application per person, per recruitment will be accepted.

Thank you your interest in employment with the Village of Addison and good luck.

Sincerely,

Donald C. Pinson
Director of Human Resources/Risk Management
Village of Addison

APPLICATIONFORMCOVER



Village of Addison

Application for Employment

1 Friendship Plaza, Addison, Illinois 60101 · Phone: (630) 543-4100 Fax: (630) 543-5593

AN EQUAL OPPORTUNITY EMPLOYER
PLEASE RETURN TO THE HUMAN RESOURCES OFFICE
IF YOU HAVE A RESUME, PLEASE ATTACH IT

DIRECTIONS: We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are applying. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Addison. Please furnish us with complete information as outlined in this application. Please type or hand print an answer to every question in ink. If a question does not apply to you, so state with "N/A". You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying. If the space available is insufficient, attach a separate sheet of paper and precede each answer with the number of the referenced question.

Position applied for _____ Date of application _____

Minimum salary required \$ _____ Per _____ Date available _____

Check one: ☐ FULL TIME ☐ PART-TIME ☐ SEASONAL ☐ TEMPORARY

PERSONAL INFORMATION:

Name _____ Social Security No _____
last first middle

For purposes of checking applicant's employment records, indicate any changes in name, assumed name or nicknames used _____

Present address _____
NUMBER STREET (INCLUDE RFD, PO BOX, OR APT NO.) CITY STATE ZIP

Previous address _____
NUMBER STREET (INCLUDE RFD, PO BOX, OR APT NO.) CITY STATE ZIP

Home telephone _____ Cellphone number _____

Driver's license number _____ State _____ Class _____

Email address _____

Are you a citizen of the U.S.? ☐ Yes ☐ No

If not, can you furnish proof of a visa which permits you to work here? ☐ Yes ☐ No

If employed, can you furnish proof of age? ☐ Yes ☐ No

Have you ever been convicted of any crimes, other than minor traffic violations? ☐ Yes ☐ No

If yes, state nature of the crime, when and where convicted and disposition of case.

Please be advised that you do not have to disclose any sealed or expunged records of conviction or arrests.

Do you speak, write, or understand any foreign languages? ☐ Yes ☐ No

If yes, which languages? _____

Are you willing to undergo testing related to the position applied for? ☐ Yes ☐ No

EMPLOYMENT HISTORY:

Have you ever worked for the Village? ☐ Yes ☐ No

If yes, when? _____ Department _____

Have you ever applied for a position with the Village before? ☐ Yes ☐ No

If yes, when? _____ Department _____

List your previous three (3) employers. Begin with your current or most recent position:

1. EMPLOYER _____
ADDRESS _____ TELEPHONE _____
JOB TITLE _____ SUPERVISOR'S NAME _____
REASON FOR LEAVING _____
STARTING DATE _____ ENDING DATE _____
DESCRIBE WORK PERFORMED _____

2. EMPLOYER _____
ADDRESS _____ TELEPHONE _____
JOB TITLE _____ SUPERVISOR'S NAME _____
REASON FOR LEAVING _____
STARTING DATE _____ ENDING DATE _____
DESCRIBE WORK PERFORMED _____

3. EMPLOYER _____
ADDRESS _____ TELEPHONE _____
JOB TITLE _____ SUPERVISOR'S NAME _____
REASON FOR LEAVING _____
STARTING DATE _____ ENDING DATE _____
DESCRIBE WORK PERFORMED _____

MILITARY SERVICE RECORD:

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

Branch _____ Rank _____

List service schools attended _____

EDUCATION, TRAINING AND EXPERIENCE:

SCHOOL	NAME & ADDRESS	NO. OF YEARS/ CREDIT HOURS	IN WHAT YEAR DID YOU GRADUATE?	DEGREE OR DIPLOMA
HIGH SCHOOL	1. _____ _____ 2. _____ _____			
COLLEGE	1. _____ _____ 2. _____ _____			
VOCATIONAL/ BUSINESS	1. _____ _____ 2. _____ _____			
OTHER	1. _____ _____ 2. _____ _____			

List any correspondence courses, seminars, workshops, training sessions, etc. that might relate to this position _____

What office machines can you operate? _____

Can you type? ☐ Yes ☐ No How many words per minute? _____

Can you take dictation? ☐ Yes ☐ No How many words per minute? _____

Can you read blueprints? ☐ Yes ☐ No

Can you read schematics? ☐ Yes ☐ No

List machines you can operate _____

List machines you can set up _____

Summarize your special job-related skills _____

Professional Licenses (i.e., Engineering, Law) _____

Name of Professional License/Certification _____

Issuing state _____ License/Certification No. _____

Has your license/certification ever been revoked or suspended? ☐ Yes ☐ No

If yes, state reason(s), date of revocation or suspension and date of reinstatement _____

Are you related to any employee of the Village of Addison and/or an elected official? ☐ Yes ☐ No

If yes, please state their name and relationship to you _____

****APPLICANTS – PLEASE CAREFULLY READ****

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabitate, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.

Be aware that applicants who apply for, are interviewed, and are not selected for employment with the Village of Addison, must wait one year from the date of the denial of employment letter before they can apply for Village employment once again; this applies to all Village positions. This policy does not apply to current Village of Addison employees.

I UNDERSTAND AND AGREE THAT:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed my application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of my application, and shall constitute cause for dismissal, if employed.

I hereby authorize the Village of Addison to thoroughly investigate my references, education, work, criminal, fingerprint, medical, driving, bank and credit records (when applicable), and other matters related by my suitability for employment and further authorize all organizations in possession of pertinent information to disclose to the Village any and all letters, reports and other information related to my education, work, criminal, fingerprint, medical, driving, bank and credit records (when applicable), without giving me prior notice of such disclosure. In addition, I hereby release the Village, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigations or disclosure.

I understand and agree that I will be required to take a physical examination, at the Village of Addison's expense, to determine if I am physically and/or psychologically fit for the job I am to perform and, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment with the Village of Addison.

I understand that nothing communicated during the employment selection process, contained in the application or conveyed during any interview which may be granted is intended to create an employment relationship between me and the Village.

I further understand that in the event my application is disapproved, the sources of confidential information will not be revealed to me.

I further understand that any offer of employment or granting of employment made by the Village of Addison may be withdrawn, or I may be discharged by the Village of Addison in its sole discretion, with or without cause, at any time should the Village of Addison determine that the withdrawal of the offer or discharge of employment is in the best interests of the Village of Addison.

A photocopy of this release form will be valid as an original here of, even though the said photocopy does not contain an original writing of my signature.

My signature below confirms that I have read and understand the above statements. **If submitting an application via e-mail, signature will be acquired at the time of interview. Please sign if submitting via mail or in person.*

Date: _____ Applicant's Signature _____

Village of Addison
Equal Employment Opportunity Information

To all Applicants:

The following information will be used to determine how effective our recruitment efforts are in reaching all segments of the population and also to test the validation of our selection and placement methods. This information will not be maintained in your personnel file, but will be kept with our equal employment opportunity records.

Providing the information requested below is voluntary. However, it is important that answers to the questions set forth below are obtained so that we may take steps to prevent discrimination in the selection and placement of employees.

INSTRUCTIONS: Please write your name and social security number in the spaces provided. Then place an "X" in the box that answers each of the following questions:

1. Mr. _____
Ms. _____

LAST NAME	FIRST NAME	BIRTH DATE
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2. Social Security Number _____
3. Sex ☐ Male ☐ Female
4. Of the following, which racial/ethnic group do you consider yourself to belong?
☐ White (Not Hispanic or Latino)
☐ American Indian or Alaskan Native (Not Hispanic or Latino)
☐ Hispanic or Latino
☐ Black or African American (Not Hispanic or Latino)
☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
☐ Asian (Not Hispanic or Latino)
☐ Two or More Races (Not Hispanic or Latino)
5. What is the last level of education completed? (this includes training institutions)

<input type="checkbox"/> Less than H.S. Diploma	<input type="checkbox"/> Some college	<input type="checkbox"/> Bachelor degree
<input type="checkbox"/> H.S. graduate	<input type="checkbox"/> Associate degree	<input type="checkbox"/> Graduate degree
6. How did you learn about the position?

<input type="checkbox"/> Website (Name _____)	<input type="checkbox"/> In-House Job Posting
<input type="checkbox"/> Friend/Relative (Name _____)	<input type="checkbox"/> Other
<input type="checkbox"/> Newspaper (Name _____)	
7. Position applied for: _____

I am of the understanding that the information requested in this form will be used for statistical purposes only and will not be used in any way to affect my employment or status thereof.

Signature of Applicant and Date: _____