___ Please Print! ____

APPLICATION FOR EMPLOYMENT (page 1)

P.O. Box 1088, 600 W. Grand Avenue, Lake Villa, IL 60046 • 847.356.2351 • www.Allendale4kids.org

Position(s) Applied	For:			Date o	of Appl	ication:	
Type of Employmer	It Desired:	🗆 Part-Time	□ Tempord	ary 🗆	Internsh	nip	
Referral Source:	🗆 Advertisement 🛛 Employe	e 🗆 Relativ	re □ Walk-I	n 🗆 E	Employn	nent Agency	□ Other
Name of Source: (if	applicable)						
Name:							
Address:							
May we contact you at	work? 🗆 Yes 🗆 No	lf yes, work	number is:_				
	me to call you at work is:	,					
If you are under 18 or	an you furnish a work permit?		□ Yes	🗆 No			
•	an you forms a work permit?				lf ves	give date:	
Have you ever been er						give dates:	
•	e for employment in this country?		□ Yes	□ No	,,	J	
(Proof of Identity and legal wa	ork authorization will be required upon emplo	oyment)					
Driver's License #:		_State:	Social S	ecurity -	#		
Date available for wor	k:						
Are you on a lay-off a	nd subject to recall?				🗆 Yes	🗆 No	
Would you travel if job	o requires it?				🗆 Yes	🗆 No	
Are there any restrictio	ons on the days or hours that you c	are available	to work?		🗆 Yes	🗆 No	
Will you work overtime	e if required?				□ Yes	🗆 No	
Will you undergo a po	st-offer, pre-employment physical	Ş			□ Yes	🗆 No	
(Under Illinois law, for certain	positions, we are mandated to do a criminal	backaround che	ck. Passing it will	be require	ed to those	positions before	a final job offer.)

List your last four (4) employers (below and on next page) assignments/volunteer activities, starting with most recent, including military experience. Explain any gaps in employment in comments section (on next page)

Employer:		hone:	Dates Employed:		Summarize the nature of the work
			From:	To:	performed & responsibilities:
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Job Tille:					
Immediate Supervisor and Title:			Starting Hourl	y Rates/Salary:	
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Reason for Leaving:					
			Ending Hourly	v Rates/Salary:	
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May We Contact for Reference?	□ Yes □ No	🗆 Later			



APPLICATION FOR EMPLOYMENT (page 2)

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Continued list of past employers (below) assignments/volunteer activities, starting with most recent, including military experience. Explain any gaps in employment in comments section (below).

S: Per: Reason for Leaving: Ending Hourly Rates/Salary: S: Per: May We Contact for Reference? Yes No Later Imployer: Telephone: Address: Dates Employed: Summarize the nature of the work performed & responsibilities: Address: To: Job Title: Starting Hourly Rates/Salary: Immediate Supervisor and Title: \$: Reason for Leaving: Ending Hourly Rates/Salary: Reason for Leaving: Ending Hourly Rates/Salary: Siarting Hourly Rates/Salary: \$: Per: Salary: Siarting Hourly Rates/Salary: Sing Hourly Rates/Salary:	Employer:	Telephone:	Dates Er	mployed:	Summarize the nature of the work	
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Comments (include explanation of any gaps in employment; attach additional sheets if necessary).

Skills & Qualifications (Summarize skills and qualifications acquired from employment or other experiences that may qualify you for work with our agency.)



APPLICATION FOR EMPLOYMENT (page 3)

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Educational Background - A. List last three (3) schools attended (starting with last one). B. List number of years completed. C. List major and minor field of study (if applicable). D. Indicate degree or diploma earned (if any).

A. School	B. Number of Years Completed	C. Major	D. Degree or Diploma	E. Were You Awarded a Degree/Diploma?

References - List names and telephone numbers of three (3) business/work references who are not related to you and are not previous supervisors (If not applicable, list three (3) school or personal references who are not related to you.)

Name	Address	Relationship	Telephone Number	Years Known

List Licenses and/or Certifications that may qualify you as being able to perform job-related functions in the position of which you are applying.

Licenses/Certifications	Expiration/Renewal Date

List special accomplishments, publications or awards.

(Exclude information which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protested status).

List any additional information you would like us to consider.



APPLICATION FOR EMPLOYMENT (page 4)

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Employment Acknowledgement Waiver

It is understood and agreed that a misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I give the Employer the right to investigate all references and to secure additional information about me, if job related to verify the accuracy of the information contained in the application, resume and/or other information submitted by me for the Employer's consideration. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Name of Applicant (print please)

Date

Signature of Applicant

VOLUNTARY SELF-IDENTIFICATION AFFIRMATIVE ACTION PROGRAM APPLICANT INFORMATION FORM

P.O. Box 1088, 600 W. Grand Avenue, Lake Villa, IL 60046 • 847.356.2351 • www.Allendale4kids.org

The Allendale Association is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as a disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Section 1: General Applicant Information

Name:_

Position Applied For:_____

Section 2: Please check for all that apply (See the back side of this sheet for definitions).

Race or Ethnic Identity	Gender	**Veteran Status
 Hispanic or Latino White (not Hispanic or Latino) Black or African American (not Hispanic or Latino) Native Hawaiian or Pacific Islander (not Hispanic or Latino) Asian (not Hispanic or Latino) American Indian or Alaskan Native (not Hispanic or Latino) Two or More Races (not Hispanic or Latino) 	□ Male □ Female	 Vietnam Era Veteran Special Disabled Veteran Other Eligible Veteran
□ I do not wish to Self-Identify Signature:	1	I
How did you hear of our opening?		
Current Employee 🛛 Newspaper Ad 🗌 Recruiter 🔲 Other	(Explain below):	

For Human Resources Use Only:	Requisition #	Job Group

Date:_____

VOLUNTARY SELF-IDENTIFICATION AFFIRMATIVE ACTION PROGRAM APPLICANT INFORMATION FORM

P.O. Box 1088, 600 W. Grand Avenue, Lake Villa, IL 60046 • 847.356.2351 • www.Allendale4kids.org

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES:

Hispanic or Latino:

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Special Disabled Veteran

Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era

Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran

Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.