

# Allendale Association



## APPLICATION FOR EMPLOYMENT (page 1)

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

**Please Print!**

**Position(s) Applied For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Type of Employment Desired:**     Full-Time     Part-Time     Temporary     Internship

**Referral Source:**     Advertisement     Employee     Relative     Walk-In     Employment Agency     Other

**Name of Source:** (if applicable) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ If necessary, best time to call you at home is: \_\_\_\_\_

May we contact you at work?     Yes     No    If yes, work number is: \_\_\_\_\_

If necessary, the best time to call you at work is: \_\_\_\_\_

Email: \_\_\_\_\_

If you are under 18, can you furnish a work permit?     Yes     No

Have you ever filed an application here before?     Yes     No    If yes, give date: \_\_\_\_\_

Have you ever been employed here before?     Yes     No    If yes, give dates: \_\_\_\_\_

Are you legally eligible for employment in this country?     Yes     No

*(Proof of Identity and legal work authorization will be required upon employment)*

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Date available for work: \_\_\_\_\_

Are you on a lay-off and subject to recall?     Yes     No

Would you travel if job requires it?     Yes     No

Are there any restrictions on the days or hours that you are available to work?     Yes     No

Will you work overtime if required?     Yes     No

Will you undergo a post-offer, pre-employment physical?     Yes     No

*(Under Illinois law, for certain positions, we are mandated to do a criminal background check. Passing it will be required 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:   | Telephone: | Dates Employed: |     | Summarize the nature of the work performed & responsibilities: |
|---|------------|-----------------|-----|--|
|   |            | From:           | To: |  |
| Address:  |            |                 |     |  |
| Job Title:  |            |                 |     |  |
| Immediate Supervisor and Title:   |            |                 |     |  |
| Reason for Leaving:   |            |                 |     |  |
| May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |            |                 |     |  |



**Please Print!**

**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).

|                                 |            |   |     |  |
|---------------------------------|------------|---|-----|--|
| Employer:                       | Telephone: | Dates Employed:   |     | Summarize the nature of the work performed & responsibilities: |
|                                 |            | From:   | To: |  |
| Address:                        |            |   |     |  |
| Job Title:                      |            |   |     |  |
| Immediate Supervisor and Title: |            |   |     |  |
| Reason for Leaving:             |            |   |     |  |
| May We Contact for Reference?   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |     |  |
| Employer:                       | Telephone: | Dates Employed:   |     | Summarize the nature of the work performed & responsibilities: |
|                                 |            | From:   | To: |  |
| Address:                        |            |   |     |  |
| Job Title:                      |            |   |     |  |
| Immediate Supervisor and Title: |            |   |     |  |
| Reason for Leaving:             |            |   |     |  |
| May We Contact for Reference?   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |     |  |
| Employer:                       | Telephone: | Dates Employed:   |     | Summarize the nature of the work performed & responsibilities: |
|                                 |            | From:   | To: |  |
| Address:                        |            |   |     |  |
| Job Title:                      |            |   |     |  |
| Immediate Supervisor and Title: |            |   |     |  |
| Reason for Leaving:             |            |   |     |  |
| May We Contact for Reference?   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |     |  |

**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.)



**Please Print!**

**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.**



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**Employment Acknowledgement Waiver**

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

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   |
|---|--|--|
| <input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> White (not Hispanic or Latino)<br><input type="checkbox"/> Black or African American (not Hispanic or Latino)<br><input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino)<br><input type="checkbox"/> Asian (not Hispanic or Latino)<br><input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)<br><input type="checkbox"/> Two or More Races (not Hispanic or Latino) | <input type="checkbox"/> Male<br><input type="checkbox"/> Female | <input type="checkbox"/> Vietnam Era Veteran<br><input type="checkbox"/> Special Disabled Veteran<br><input type="checkbox"/> Other Eligible Veteran |

I do not wish to Self-Identify

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

How did you hear of our opening?

Current Employee    Newspaper Ad    Recruiter    Other (Explain below):

| For Human Resources Use Only: | Requisition # | Job Group |
|-------------------------------|---------------|-----------|
|                               |               |           |



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ACTION PROGRAM APPLICANT INFORMATION FORM**

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**EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES:**

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***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.

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