



Allendale Application for Employment

600 W. Grand Avenue, P.O. Box 1088, Lake Villa, IL 60046 847.356.2351 www.allendale4kids.org

Position(s) Applied For: *(please print)* _____ **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="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later				



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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).

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



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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.
(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.



Allendale Application for Employment

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