



Westminster Village

APPLICATION FOR EMPLOYMENT

WESTMINSTER VILLAGE, INC. is an Equal Opportunity Employer and does not discriminate because of age, sex, race, creed, color, religion, ancestry, national origin, marital status, sexual orientation, physical or mental disability, military status, unfavorable discharge from military service, or other protected status.

WESTMINSTER VILLAGE, INC. has a policy against sexual harassment and other forms of prohibited harassment and a policy against violence. Do you agree to abide by such policies if hired? Yes No

Have you ever been terminated from a position with a prior employer for sexual harassment, or for any other form of harassment, or for making threats, for fighting, or for any incident involving violence? If "yes", please explain. Yes No

On this application, or in any related interview, or on any resume, any misrepresentation, falsification, or material omission by you may result in WESTMINSTER VILLAGE, INC.'S excluding you from further consideration for employment, or, if you are hired, termination of employment. Do you understand that WESTMINSTER VILLAGE, INC. relies upon the accuracy of information contained in this employment application, or on any related interview or on any resume? Yes No

PLEASE PRINT

Form with fields: LAST NAME, FIRST NAME, MIDDLE INITIAL, SOCIAL SECURITY NUMBER, STREET ADDRESS, HOME PHONE, CITY, STATE, ZIP CODE, ALTERNATE PHONE, POSITION (S) DESIRED, DATE AVAILABLE, PAY RATE DESIRED, HAVE YOU EVER APPLIED AT WESTMINSTER VILLAGE BEFORE?, IF YES, WHEN?, WHAT DEPARTMENT?, WHAT POSITION?, DO YOU HAVE ANY RELATIVES WORKING AT THIS FACILITY?, IF YES, PLEASE LIST NAMES AND RELATIONSHIP, WERE YOU EVER EMPLOYED BY WESTMINSTER VILLAGE BEFORE?, IF YES, WHEN? UNDER WHAT LAST NAME?, WHAT DEPARTMENT?, WHAT POSITION?, IF UNDER AGE 18, GIVE BIRTH DATE. MUST BE 16 YEARS OF AGE TO WORK., ARE YOU A U.S. CITIZEN OR LEGALLY AUTHORIZED TO WORK IN THE USA?

EMPLOYMENT DATA

Form with fields: WHAT SHIFT(S) ARE YOU WILLING TO WORK?, MARK DAYS YOU CAN WORK:, ARE YOU WILLING TO WORK WEEKENDS?, HOLIDAYS?, STATUS DESIRED, DO YOU REALIZE YOU WILL NEED TO WORK OVERTIME IF REQUIRED?, HOW WERE YOU REFERRED TO WESTMINSTER VILLAGE?, IF APPLYING FOR PART TIME, HOW MANY HOURS PER WEEK ARE YOU ABLE TO WORK?

DATE

POSITION DESIRED

NAME

EDUCATION

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE?	LIST DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE					
POST GRADUATE					
OTHER					

IF NOW ATTENDING SCHOOL, PLEASE GIVE ANTICIPATED GRADUATION DATE:

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYER	1. NAME OF EMPLOYER	STREET ADDRESS, CITY, STATE, ZIP	PHONE NUMBER
	YOUR LAST NAME AT THAT TIME?	JOB TITLE	DATES OF EMPLOYMENT FROM: TO:
	REASON FOR LEAVING?	SUPERVISOR'S NAME	ENDING PAY/SALARY
	CAN WE CONTACT FOR REFERENCE? IF NO, WHY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DUTIES, SKILLS, EQUIPMENT USED:	
PREVIOUS EMPLOYERS LIST MOST RECENT FIRST (please list 10 years history)	2. NAME OF EMPLOYER	STREET ADDRESS, CITY, STATE, ZIP	PHONE NUMBER
	YOUR LAST NAME AT THAT TIME?	JOB TITLE	DATES OF EMPLOYMENT FROM: TO:
	REASON FOR LEAVING?	SUPERVISOR'S NAME	ENDING PAY/SALARY
	CAN WE CONTACT FOR REFERENCE? IF NO, WHY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DUTIES, SKILLS, EQUIPMENT USED:	
	3. NAME OF EMPLOYER	STREET ADDRESS, CITY, STATE, ZIP	PHONE NUMBER
	YOUR LAST NAME AT THAT TIME?	JOB TITLE	DATES OF EMPLOYMENT FROM: TO:
	REASON FOR LEAVING?	SUPERVISOR'S NAME	ENDING PAY/SALARY
	CAN WE CONTACT FOR REFERENCE? IF NO, WHY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DUTIES, SKILLS, EQUIPMENT USED:	
	4. NAME OF EMPLOYER	STREET ADDRESS, CITY, STATE, ZIP	PHONE NUMBER
	YOUR LAST NAME AT THAT TIME?	JOB TITLE	DATES OF EMPLOYMENT FROM: TO:
	REASON FOR LEAVING?	SUPERVISOR'S NAME	ENDING PAY/SALARY
	CAN WE CONTACT FOR REFERENCE? IF NO, WHY? <input type="checkbox"/> YES <input type="checkbox"/> NO	DUTIES, SKILLS, EQUIPMENT USED:	

PERSONAL REFERENCES

****No family members****

	NAME	RELATIONSHIP	OCCUPATION	TELEPHONE NUMBER
1.				
2.				
3.				

PREVIOUS ADDRESSES

PLEASE PROVIDE **ALL** PREVIOUS ADDRESSES IF YOU HAVE LIVED OUTSIDE OF ILLINOIS. (USE BACK IF NEEDED)

STREET ADDRESS	COUNTY	STATE	ZIP CODE	DATES LIVED THERE

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

I HEREBY GIVE PERMISSION TO WESTMINSTER VILLAGE, INC. TO CONTACT THE EMPLOYERS AND PERSONAL REFERENCES LISTED ABOVE. I COMPLETELY RELEASE AND HOLD HARMLESS WESTMINSTER VILLAGE, INC. AND THE PROVIDERS OF THE INFORMATION FROM ANY AND ALL LIABILITY ARISING OUT OF INQUIRIES MADE OR INFORMATION PROVIDED RELATIVE TO MY APPLICATION FOR EMPLOYMENT EVEN IF SUCH INFORMATION IS NEGATIVE AND/OR ADVERSELY AFFECTS MY APPLICATION FOR EMPLOYMENT.

I HAVE CAREFULLY READ AND UNDERSTAND THE ABOVE.

DATE

APPLICANT SIGNATURE

AUTHORIZATION FOR REFERENCE WAIVER/RELEASE OF CLAIMS

I have applied to WESTMINSTER VILLAGE, INC. for employment consideration. In order that WESTMINSTER VILLAGE, INC. can better evaluate my qualifications, I wish that it be fully advised of my performance and record with you.

I give WESTMINSTER VILLAGE, INC. the right to investigate all references and past employment to secure employment and reference check information about me in order to arrive at a hiring decision. I also authorize all persons, institutions, organizations and companies to furnish any and all information sought, and I waive any legal requirement to provide notice to me regarding reports, records or information given or received in accordance with this authorization.

I hereby release and hold harmless WESTMINSTER VILLAGE, INC., its agents, employees, and assigns from any claim of liability I may have against it and/or them for decisions, even if adverse, arising out of information received in response to the above Reference Check.

I further hereby authorize any person or entity to whom this Authorization for Reference Check is presented to and release any information required therein to WESTMINSTER VILLAGE, INC., its agents, employees, or assigns.

I further agree to hold harmless any person or entity from any claims of liability I may have against him/her/it for the release of such information, and waive and release any such claims.

I hereby acknowledge that I have read and understand each of the above statements.

SIGNATURE OF APPLICANT:

DATE:

AUTHENTICITY OF INFORMATION PROVIDED

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, FALSE INFORMATION PROVIDED IN THIS APPLICATION MAY BE SUFFICIENT CAUSE FOR DISMISSAL.

SIGNATURE OF APPLICANT: _____

DATE: _____

As an Equal Opportunity Employer, Westminster Village makes every effort to comply with Federal and State Equal Employment Opportunity requirements. Westminster Village, therefore, requests that you provide us with the information outlined below. This information will be used for the sole purpose of statistical analysis. **THIS SHEET WILL NOT BE PART OF THE SELECTION PROCESS. THIS SHEET WILL BE DISPOSED OF** after its information has been added to our computer files for later analysis.

POSITION Applying FOR: _____

RECRUITMENT SOURCES:

Recruitment Source:	Name: IE: Pantagraph	"X" Those that apply
N-Newspaper		
ON-Online		
I-Westminster Village Website		
WI – Walk In		
E – Employee Referral		
W – Word of Mouth		
J-Job Fair		
O-Other		

APPLICANT SELF-IDENTIFICATION:

ETHNIC GROUP (Definitions)	"X" Mark all that apply
WHITE-Persons having origins in any of the original peoples of Europe, North Africa or Middle East.	
BLACK- Persons having origins in any of the Black racial groups of Africa. (Jamaican, Trinidadian, West Indian for example)	
HISPANIC- Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.	
ASIAN OR PACIFIC ISLANDERS- Persons having origins in any of the original people of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. (China, Japan, Korea, Philippine Islands, and Samoa)	
AMERICAN INDIAN OR ALASKAN NATIVE- Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.	

GENDER - "X" one that applies	
Male	
Female	