



Westminster
Village

APPLICATION FOR EMPLOYMENT
PLEASE PRINT

DATE

POSITION DESIRED

NAME

LAST NAME		FIRST NAME		MIDDLE INITIAL	SOCIAL SECURITY NUMBER
STREET ADDRESS				MOBILE PHONE ()	
CITY		STATE	ZIP CODE		ALTERNATE PHONE ()
POSITION(S) DESIRED			DATE AVAILABLE		PAY RATE DESIRED
HAVE YOU EVER APPLIED AT WESTMINSTER VILLAGE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHEN?		WHAT DEPARTMENT?	WHAT POSITION?
DO YOU HAVE ANY RELATIVES WORKING AT THIS FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PLEASE LIST NAMES AND RELATIONSHIP			
WERE YOU EVER EMPLOYED BY WESTMINSTER VILLAGE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO			IF YES, WHEN?		UNDER WHAT LAST NAME?
WHAT DEPARTMENT DID YOU PREVIOUSLY WORK IN?			WHAT POSITION?		REASON FOR LEAVING?
IF <u>UNDER</u> 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? <input type="checkbox"/>	
YES <input type="checkbox"/> NO					
EMAIL ADDRESS					
EMPLOYMENT DATA					
WHAT SHIFT(S) ARE YOU WILLING TO WORK? <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD OTHER: _____		MARK DAYS YOU CAN WORK: <input type="checkbox"/> MON. <input type="checkbox"/> TUES. <input type="checkbox"/> WED. <input type="checkbox"/> THURS. <input type="checkbox"/> FRI. <input type="checkbox"/> SAT. <input type="checkbox"/> SUN.		ARE YOU WILLING TO WORK WEEKENDS? <input type="checkbox"/> YES <input type="checkbox"/> NO HOLIDAYS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STATUS DESIRED: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY					
IF APPLYING FOR PART TIME, HOW MANY HOURS PER WEEK ARE YOU ABLE TO WORK? _____					
EDUCATION					
	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE/ DIPLOMA
HIGH SCHOOL					
COLLEGE					
POST					
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 ___/___/___ TO ___/___/___
	REASON FOR LEAVING?	SUPERVISOR'S NAME	SUPERVISOR'S EMAIL ADDRESS
	CAN WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?	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 ___/___/___ TO ___/___/___		
	REASON FOR LEAVING?			SUPERVISOR'S NAME			SUPERVISOR'S EMAIL ADDRESS		
	CAN WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?			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 ___/___/___ TO ___/___/___		
	REASON FOR LEAVING?			SUPERVISOR'S NAME			SUPERVISOR'S EMAIL ADDRESS		
	CAN WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?			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 ___/___/___ TO ___/___/___		
	REASON FOR LEAVING?			SUPERVISOR'S NAME			SUPERVISOR'S EMAIL ADDRESS		
	CAN WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, WHY?			DUTIES, SKILLS, EQUIPMENT USED:					

PERSONAL REFERENCES

****No family members****

	NAME/OCCUPATION	RELATIONSHIP	EMAIL ADDRESS	TELEPHONE
1.				
2.				
3.				

PREVIOUS ADDRESSES

PLEASE PROVIDE **ALL** PREVIOUS ADDRESSES IF YOU HAVE LIVED OUTSIDE OF ILLINOIS.

STREET ADDRESS	COUNTY	STATE	ZIP CODE	DATES LIVED THERE

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

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.

DATE

APPLICANT SIGNATURE

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PLEASE CONTINUE TO FOLLOWING PAGE.

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
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" Those 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