



# Application for Internship

The Village of Oak Park  
Village Hall  
123 Madison Street  
Oak Park, Illinois 60302-4272

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**AN EQUAL OPPORTUNITY EMPLOYER** — The Village of Oak Park does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, marital status, veteran status protected by applicable federal, state or local law.

**\* Indicates a required field. Please PRINT your information.**

## INTERNSHIP APPLIED FOR \*

### I. PERSONAL INFORMATION

Last Name\* \_\_\_\_\_ First Name \* \_\_\_\_\_ M.I \_\_\_\_\_

#### PRESENT ADDRESS\*

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### CONTACTS\*

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Work/Daytime Mobile/Cell E-Mail

Are you legally eligible to work in the United States? \* D Yes D No  
Are you at least eighteen years of age?\* D Yes D No  
Have you ever been employed by the Village of Oak Park?\* (see below) D Yes D No

If you have been previously employed by the Village of Oak Park, complete the information below for the last position you held. If you have been previously employed by the Village of Oak Park more than once, complete the information in the Comments section of this application.

Employment Dates: \_\_\_\_\_  
From (mm/dd/yyyy) Position Held \_\_\_\_\_  
To (mm/dd/yyyy) Reason for Leaving \_\_\_\_\_

Have you ever pleaded guilty, or no contest to, or convicted of any misdemeanor or felony?\* D Yes D No  
If Yes, explain in detail listing reason(s), date(s), and location(s) in the Comments section.

**Note:** Answering "Yes" does not constitute an automatic bar to Internship. Factors such as age and date of the offense, seriousness/nature of the violation, and rehabilitation will be taken into account. Do not include minor traffic citations, and arrests or convictions which have been sealed or expunged when answering this question.

Are you able to perform the essential functions of the position for which you are applying?\* D Yes D No  
If No, explain reasons or circumstances in the Comments section.

Have you served in the military?\* If Yes, list service branch and date(s). D Yes D No

Enlistment Dates: \_\_\_\_\_  
From (mm/dd/yyyy) Position Held \_\_\_\_\_  
To (mm/dd/yyyy) Type of Discharge \_\_\_\_\_

Are you related to any current member of the Village of Park Board of Trustees, or any person now employed by the Village of Oak Park?\* If Yes, provide the information requested below.

Name _____		Name _____	
Department _____	Relationship _____	Department _____	Relationship _____

**II. EDUCATION AND SKILLS**

<b>HIGH SCHOOL NAME*</b> _____		Course of Study/Major* _____	
City* _____	State* _____	List Diploma or Degree* (Please specify if GED) _____	
Was Diploma or Degree Granted?*	D Yes    D No	Date (mm/dd/yyyy) _____	
<b>POST SECONDARY/COLLEGE NAME*</b> _____		Course of Study/Major* _____	
City* _____	State* _____	List Diploma or Degree* (Please specify if GED) _____	
Was Diploma or Degree Granted?*	D Yes    D No	Date (mm/dd/yyyy) _____	
<b>POST SECONDARY/COLLEGE NAME*</b> _____		Course of Study/Major* _____	
City* _____	State* _____	List Diploma or Degree* (Please specify if GED) _____	
Was Diploma or Degree Granted?*	D Yes    D No	Date (mm/dd/yyyy) _____	

Do you hold any license, registration or certification required by or related to the position for which you are applying?\* Include all licenses such as Commercial Driver License, operator's license, etc.

D License	_____	_____	_____	_____
	Type	Issued By	Expiration	Number
D License	_____	_____	_____	_____
	Type	Issued By	Expiration	Number
D Registration	_____	_____	_____	_____
	Type	Issued By	Expiration	Number
D Certification	_____	_____	_____	_____
	Type	Issued By	Expiration	Number
D Other	_____	_____	_____	_____
	Type	Issued By	Expiration	Number

List any special skills or equipment you can operate. \_\_\_\_\_

Describe your computer experience, including all software applications. \_\_\_\_\_

**III. WORK EXPERIENCE** List name, address and phone number of the PREVIOUS FOUR (4) EMPLOYERS with the most recent employer first. DO NOT use "refer to resume."

<u>1.</u>	_____	_____	_____	_____
Position*	Employer Name*	Immediate Supervisor* _____		
Address* Street _____		( ) _____	E-Mail _____	
City _____	State _____	Zip Code _____	Internet (Web) Address _____	
Work Schedule*	D Full Time    D Part Time	From (mm/yyyy)* _____	To (mm/yyyy)* _____	
Describe your major duties.* _____			May we contact this employer? _____	
Reason(s) for leaving.* _____			D Yes    D No	

2.

Position\* \_\_\_\_\_ Employer Name\* \_\_\_\_\_ Immediate Supervisor\* \_\_\_\_\_  
 ( )

Address\* Street \_\_\_\_\_ Phone\* \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Internet (Web) Address \_\_\_\_\_

Work Schedule\*  Full Time  Part Time \_\_\_\_\_  
 From (mm/yyyy)\* \_\_\_\_\_ To (mm/yyyy)\* \_\_\_\_\_

Describe your major duties.\* \_\_\_\_\_ May we contact this employer?

Reason(s) for leaving.\* \_\_\_\_\_  Yes  No

3.

Position\* \_\_\_\_\_ Employer Name\* \_\_\_\_\_ Immediate Supervisor\* \_\_\_\_\_  
 ( )

Address\* Street \_\_\_\_\_ Phone\* \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Internet (Web) Address \_\_\_\_\_

Work Schedule\*  Full Time  Part Time \_\_\_\_\_  
 From (mm/yyyy)\* \_\_\_\_\_ To (mm/yyyy)\* \_\_\_\_\_

Describe your major duties.\* \_\_\_\_\_ May we contact this employer?

Reason(s) for leaving.\* \_\_\_\_\_  Yes  No

4.

Position\* \_\_\_\_\_ Employer Name\* \_\_\_\_\_ Immediate Supervisor\* \_\_\_\_\_  
 ( )

Address\* Street \_\_\_\_\_ Phone\* \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Internet (Web) Address \_\_\_\_\_

Work Schedule\*  Full Time  Part Time \_\_\_\_\_  
 From (mm/yyyy)\* \_\_\_\_\_ To (mm/yyyy)\* \_\_\_\_\_

Describe your major duties.\* \_\_\_\_\_ May we contact this employer?

Reason(s) for leaving.\* \_\_\_\_\_  Yes  No

Have you ever been employed using a different name?\*  Yes  No  
 If Yes, explain in detail listing name(s), and date(s) in the Comments section.

Explain any gaps in your employment history in the space below and in the Comments section if you need additional room.

\_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from a job?\*  Yes  No  
 Yes, explain in detail listing reason(s), date(s), and location(s) in the Comments section. **Note:** Answering "Yes" does not constitute an automatic bar to employment. Factors such as age and date on which you were terminated or asked to resign and recent work history will be taken into account.

May we contact your current employer?\*  Yes  No  
 If No, explain in detail the reason(s) in the Comments section.

Do you have adequate transportation to and from work?\*  Yes  No  
 If No, explain in detail the reason(s) in the Comments section.



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**REQUIRED:**

- D \* I certify that the information provided in this Application for Internship (and accompanying resume, if any) is true and correct to the best of my knowledge. I understand that any misrepresentation, omission, or falsification of information contained in this Application (or accompanying resume) will be cause for the denial of my application and constitute grounds for immediate dismissal from any subsequent internship with the Village of Oak Park. Check the box and place your initials here indicating that you so certify and understand:
  
- D \* I understand that this application does not constitute a contract or an offer of employment or internship. In consideration of my internship, I agree to conform to the rules and regulations of the Village of Oak Park Police Department. Check the box and place your initials here indicating that you understand and agree:
  
- D \* In further consideration of my internship, I understand and agree that my internship is contingent upon successful completion of a pre-internship physical including a drug screen, criminal background investigation and reference checks. Check the box and place your initials here indicating that you understand and agree:
  
- D \* I hereby authorize persons, schools, and/or previous employers named in this application (and accompanying resume, if any) to provide the Village of Oak Park with all records and information regarding employment with them, and I release all individuals, partnerships, associations or corporations from any and all liability, claims or damages that may result from the use, disclosure or release of such information. Check the box and place your initials here indicating that you so certify and understand:
  
- D \* I understand that at any time during my internship, the Village may require me to submit to a physical examination, drug and/or alcohol test to the extent permitted by law. I consent to the disclosure of the results of any physical examination or related testing including drug and alcohol testing to the Village. I also understand that I may be required to take other tests such as personality and honesty tests prior to and during my internship and I consent to all such testing. I understand that if I should decline to sign this consent or decline to take any such tests, my application for internship may be rejected or my internship may be terminated. Check the box and place your initials here indicating that you understand and consent:
  
- D \* I certify that I have read the foregoing paragraphs. Check the box and place your initials here indicating that you so certify and understand:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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