

# CITY OF PALOS HEIGHTS

7607 W College Drive, Palos Heights, IL 60463  
708/361-1800



## Employment Application-

We are an equal opportunity employer. We do not base our employment decision on any employee's or applicant's race, sex, sexual orientation, age, religion, color, national origin, citizenship, disability, handicap, veteran status or any other factor prohibited by local, state or federal law. Any applicant who requires accommodation to perform the essential functions of the job for which they are applying should contact the City Administrator.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available		Desired Salary \$	
Are you less than 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/> We comply with state and federal labor regulations.			
Position Applied for			
Are you legally eligible for employment in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> Verification will be required upon hire.			
Have you ever worked for the City of Palos Heights organization? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been convicted of a felony or a crime other than a minor traffic violation? YES <input type="checkbox"/> NO <input type="checkbox"/>			
You are not required nor will you be asked to report whether you have a sealed conviction or expunged conviction.			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Do you have any additional trade, knowledge or skills that would assist us in making our decision whether to hire you?			

REFERENCES	
Please list three professional references that are not related to you and you have known for at least one year and who we may contact for references.	
Full Name	Relationship
Company	Phone # (     )
Address	
Full Name	Relationship
Company	Phone # (     )
Address	
Full Name	Relationship
Company	Phone # (     )
Address	

PREVIOUS EMPLOYMENT		
Company		Phone # (     )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		

From	To	Reason for Leaving	
May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone # (     )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone # (     )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>MILITARY SERVICE</b>			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, please explain			
<b>DISCLAIMER AND SIGNATURE</b>			
<p><b>Applicant's Statement</b> - I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application or during the employment process, may be considered sufficient cause for rejection of this application or dismissal if I have been employed not matter when discovered by the City of Palos Heights.</p> <p>I hereby authorize City of Palos Heights to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment and further authorize my former employers and any third party to disclose to the City of Palos Heights all reports and other information related to my suitability for employment, persona or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release City of Palos Heights, all former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I hereby authorize City of Palos Heights and any consumer or credit reporting agency or bureau employed by the City of Palos Heights to make a consumer credit report including a criminal background check in connections with this application.</p> <p>I understand that nothing contained in this application or conveyed during any interview which may be granted is intended to create an employment contract. I further understand that if I am hired, my employment will be at-will, which means that it is for no definite period and may be terminated at any time, without cause or prior notice at the option of either myself or the City of Palos Heights.</p> <p>I understand that if I receive an offer of employment, it may be conditioned on my taking a drug/alcohol test, and/or a physician examination. I further understand that should this test indicate the presence of drugs in my system or that I am under the influence of alcohol, it may result in the rejection of my application for employment or my immediate discharge, if detected, discovered or reported after hire. I consent to this test and examination and request that the results of such test(s) and examination be disclosed to the City of Palos Heights and I hereby release the City of Palos Heights, its employees and its agents from any and all legal liability flowing from my taking such test(s) and examination or my failure or refusal to take such test(s) or examination.</p> <p>I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.</p> <p>I understand that filling out this form does not indicated there is a position open and does not obligate the City of Palos Heights to hire me.</p> <p><b>I UNDERSTAND THAT THE CITY OF PALOS HEIGHTS WILL ONLY CONSIDER THIS APPLICATION FOR 30 DAYS AND THAT I WILL HAVE TO COMPLETE A NEW APPLICATION IF I WANT TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT PERIOD OF TIME.</b></p>			
Signature of Applicant			Date