

# CITY OF PALOS HEIGHTS

Employment Application We are an equal opportunity employer. We do not base our employment decisions on an employee's or applicant's race, sex, sexual orientation, age, religion, color, national origin, citizenship, disability, veteran status, marital or civil union status, pregnancy or pregnancy-related conditions, gender identity, preference or expression, or any other factor prohibited by local, county, state or federal law. Any applicant who requires an accommodation to perform the essential functions of the job for which he/she is 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	Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Position Applied For:			
If hired, can you provide proof that you are authorized to work legally in the U.S.?			
		YES <input type="checkbox"/>	NO <input type="checkbox"/> (Verification will be required upon hire.)
Have you ever worked for the City of Palos Heights?		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, when? In what department and position?
Have you ever been convicted of a felony or a crime other than a minor traffic violation? (You are not required nor will you be asked to report whether you have a sealed conviction or expunged conviction. A conviction will not serve as an automatic bar to employment. Rather, the City will consider several factors, including but not limited to the nature and gravity of the offense or conduct, the time that has passed since the offense or conviction, and the relationship between the conviction and the nature of the job sought.)		YES <input type="checkbox"/>	NO <input type="checkbox"/> If yes, explain:

EDUCATION (DO NOT WRITE DATES ATTENDED)			
High School	Address		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
College	Address		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
Other	Address		
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree

Summarize special skills, qualifications, licenses, professional, business or civic experiences that you think would especially qualify you for employment. (You may exclude those that indicate race, religion, gender, national origin or any other characteristic protected by law or that you wish to exclude.)

### REFERENCES

Please list three professional references, who are not related to you, who you have known for at least one year and who we may contact for references. Please inform all persons below that a representative from the City of Palos Heights may be contacting them as a reference for you.

Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

### PREVIOUS EMPLOYMENT (LIST CURRENT OR MOST RECENT JOB FIRST)

Company	Phone (     )
Address	Supervisor
Job Title	
Responsibilities	
From                      To	Reason for Leaving (Provide all relevant details)
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone (     )
Address	Supervisor
Job Title	
Responsibilities	
From                      To	Reason for Leaving (Provide all relevant details)
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone (     )
Address	Supervisor
Job Title	

Responsibilities		
From	To	Reason for Leaving (Provide all relevant details)
May we contact your previous 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, explain		
Please describe any special Military training that you have received:		
<b>DISCLAIMER AND SIGNATURE</b>		
APPLICANT'S STATEMENT		
<p>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, no matter when discovered by the City of Palos Heights.</p> <p>I hereby authorize the 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, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the 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 the City of Palos Heights and any consumer reporting agency to make a consumer report including a criminal background check in connection with this application.</p> <p><i>I understand that <u>nothing contained in this application or conveyed during any interview which may be granted is intended to create an employment contract.</u> 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.</i></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 physical examination. I further understand that, should this test indicate the presence of unlawful 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 testing 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 will be subject to my submitting documentary proof of my identity and eligibility to work legally in the United States.</p> <p>I understand that filling out this form does not indicate there is a position open and does not obligate the City of Palos Heights to hire me.</p> <p>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.</p>		
Signature of Applicant _____		Date _____
Parent Signature if under 18 years of age		Date