

# CITY OF ZION EMPLOYMENT APPLICATION

2828 Sheridan Road  
Zion, IL 60099  
(847) 746-4000

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, sexual orientation, or any other legally protected status.

POSITION	
POSITION APPLIED FOR	DATE OF APPLICATION
POSITION DESIRED <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SHIFT WORK <input type="checkbox"/> TEMPORARY	
HOW DID YOU LEARN ABOUT US?  <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> FRIEND <input type="checkbox"/> WALK-IN <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> RELATIVE <input type="checkbox"/> OTHER	
GENERAL	
NAME (LAST) (FIRST) (MIDDLE)	
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)	
TELEPHONE NUMBER(s)	SOCIAL SECURITY NO.

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes     No

Have you ever filed an application with us before?  Yes     No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes     No  
 If Yes, give dates of employment \_\_\_\_\_

Are you currently employed?  Yes     No

May we contact your present employer?  Yes     No

If hired, can you submit verification of your legal right to work in the United States?  Yes     No  
*Proof of citizenship or immigration status will be required upon employment.*

On what date would you be available for work? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall?  Yes     No

Can you travel if a job requires it?  Yes     No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Have you been convicted of a felony within the last 7 years?

Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

*The applicant is not obligated to disclose sealed or expunged records of conviction or arrest.*

If Yes, please explain \_\_\_\_\_

<b>EMPLOYMENT RECORD</b>				
<b>LIST MOST RECENT EMPLOYMENT FIRST</b>				
START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE (     )
POSITION DESCRIPTION				
START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE (     )
POSITION DESCRIPTION				
START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE (     )
POSITION DESCRIPTION				

*If you need additional space, please continue on a separate sheet of paper.*

Have you ever been discharged or forced to resign from any prior job?

Yes  No

If Yes, please explain circumstances.

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## EDUCATION & TRAINING

COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	<u>NAME OF SCHOOL</u>  <u>CITY &amp; STATE</u>
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	<u>NAME OF SCHOOL</u>  <u>CITY &amp; STATE</u>
HIGH SCHOOL LAST ATTENDED	GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	<u>NAME OF SCHOOL</u>  <u>CITY &amp; STATE</u>
OTHER	GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	<u>NAME OF SCHOOL</u>  <u>CITY &amp; STATE</u>

LIST ANY SPECIALIZED TRAINING AND SKILLS YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION

LIST ANY HONORS YOU HAVE RECEIVED

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE

	FLUENT	GOOD
SPEAK	_____	_____
READ	_____	_____
WRITE	_____	_____

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. YOU MAY EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL SEX, RACE, RELIGION, NATIONAL ORIGIN, AGE, ANCESTRY, SEXUAL ORIENTATION, HANDICAP OR OTHER PROTECTED STATUS

## REFERENCES LIST PAST EMPLOYERS OR SCHOOL FACULTY

GIVE NAME, ADDRESS & TELEPHONE NUMBER OF THREE REFERENCES WHO ARE **NOT** RELATED TO YOU AND ARE PREVIOUS EMPLOYERS OR EDUCATIONAL INSTITUTIONS/FACULTY.

<u>NAME/TITLE</u>	<u>MAILING ADDRESS</u>	<u>PHONE NO.</u>
1.		
2.		
3.		

Have you ever had any job-related training in the United States military?  Yes  No  
 If Yes, please describe \_\_\_\_\_

Do you understand the training and skill requirement of the job you are applying for?  Yes  No

Can you meet these requirements with or without reasonable accommodations?  Yes  No

**APPLICANT'S STATEMENT**

APPLICANTS STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge and any information found to be false may lead to the rejection of the applicant for hire and dismissal of any hired employee.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

If hired, I agree to a pre-employment physical including drug screen.

The applicant understands that smoking is prohibited in City buildings and vehicles.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTES**

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## EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, sexual orientation, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. **Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

## VOLUNTARY SURVEY

PLEASE PRINT

Date \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the affirmative action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
CURRENT JOB		
CHECK ONE: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		AGE
CHECK ONE OF THE FOLLOWING: (ETHNIC ORIGIN)		
<input type="checkbox"/> WHITE	<input type="checkbox"/> HISPANIC	<input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE
<input type="checkbox"/> BLACK	<input type="checkbox"/> OTHER	<input type="checkbox"/> ASIAN/PACIFIC ISLANDER
CHECK IF APPLICABLE:		
<input type="checkbox"/> VETERAN	<input type="checkbox"/> DISABLED VETERAN	

## EMPLOYMENT INFORMATION RELEASE

### TO WHOM IT MAY CONCERN:

I respectfully request that you forward to the City of Zion any and all information that you may have concerning my work record, my reputation or me. Also, please give any information that may appear in my personal file. This information is to be used to determine my qualifications and fitness for the position I am seeking with the City of Zion.

I hereby release you and/or your employer from any liability and damage of whatsoever nature on account of furnishing the information requested above. Finally, a duplicate of this form shall carry the same force as the original.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

NAME		
ADDRESS	CITY/STATE	ZIP CODE
SOCIAL SECURITY NUMBER	DATE OF BIRTH	