



Have you been convicted of a crime within the last seven years? Yes No

(Conviction will not necessarily disqualify an applicant for employment. Applicants are not obligated to disclose sealed or expunged records.)

If yes, describe conditions: \_\_\_\_\_

Veteran of the U.S. Military Service? Yes No

If yes, what Branch? \_\_\_\_\_

**EDUCATION**

	Name & Location of School	Major/Degree	Years Completed (circle)	Did you graduate?
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
College/University			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Training or Education:				

**COMPTUER SKILLS**

	Years of Experience		Years of Experience
<input type="checkbox"/> Word		<input type="checkbox"/> Other:	
<input type="checkbox"/> Excel		<input type="checkbox"/> Other:	
<input type="checkbox"/> Power Point		<input type="checkbox"/> Other:	
<input type="checkbox"/> Outlook		<input type="checkbox"/> Other:	
<input type="checkbox"/> Internet		<input type="checkbox"/> Other:	

**EMPLOYMENT EXPERIENCE**

Are you employed now? Yes No

Please provide the following requested information regarding your employment history for up to the last ten years include military service assignments and volunteer activities. You may exclude organization names that indicate race, color, religion, sex, sexual orientation, national origin ancestry, age (40 years and older), marital status, handicap or disability, military status, unfavorable discharge from military service, arrest record, citizenship status or any other legally protected status.

Most Recent Employer	Address	Telephone
Dates Employed From: _____ To: _____	Starting Position (Describe duties)	
Hourly Rate/Salary Starting: _____ Final: _____	Position on Leaving (Describe duties)	

Name and Title of Supervisor	Reason for Leaving
Previous Employer	Address Telephone May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From: To:	Starting Position (Describe duties)
Hourly Rate/Salary Starting: Final:	Position on Leaving (Describe duties)
Name and Title of Supervisor	Reason for Leaving

Previous Employer	Address Telephone May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From: To:	Starting Position (Describe duties)
Hourly Rate/Salary Starting: Final:	Position on Leaving (Describe duties)
Name and Title of Supervisor	Reason for Leaving

Previous Employer	Address Telephone May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates Employed From: To:	Starting Position (Describe duties)
Hourly Rate/Salary Starting: Final:	Position on Leaving (Describe duties)
Name and Title of Supervisor	Reason for Leaving

Have you ever been employed or educated under a different name? Yes No

If yes, please list other aliases: \_\_\_\_\_

Have you ever been discharged by an employer? Yes No

If yes, please explain all terminations: \_\_\_\_\_

List all periods during which you were unemployed: \_\_\_\_\_

How did you spend this time? \_\_\_\_\_  
*If you need additional space, please attach a separate sheet*

List professional, trade, business, or civic activities and offices held. (You may exclude memberships that would reveal race, color, , religion, sex, sexual orientation, national origin ancestry, age (40 years and older), marital status, handicap or disability, military status, unfavorable discharge from military service, arrest record, citizenship status or any other legally protected status.):

REFERENCES: List 3 business references, including at least two direct Supervisors. May we contact your references? Yes No

Name	Business	Telephone Number	Address	# of Years Acquainted
1.				
2.				
3.				

### APPLICANT'S STATEMENT

I certify that I have personally completed this application and that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the City of Country Club Hills to make an investigation of any of the facts set forth in this application. I agree to immediately notify the City of Country Club Hills, if I should be convicted of a felony, or any crime involving dishonest, breach of trust, controlled substances, sexual misconduct, abuse or violence, while my job application is pending, or during my period of employment, if hired.

I authorize the City of Country Club Hills to contact named employers and references to verify any information where authorized regarding employment or educational record. I agree that this municipality and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted City of Country Club Hills polices.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand that this application does not create a contract of employment. I understand that, if hired, employment at the City of Country Club Hills is "At Will," which means that either I or the municipality can terminate the employment relationship at any time with or without prior notice and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor or City Management other than the Mayor has any authority to alter the foregoing. I hereby acknowledge that I have read and understand the above statements

\_\_\_\_\_  
First Name (print) Middle Initial Last Name

\_\_\_\_\_  
Signature Date