

Employment Application

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on 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.

Position(s) applie	ed for			
Referral Source:	□Advertisement □Job Board	□Friend/Referral (list v □ CCH web-site	vhom) □Other	
Name				
Last		First	M	Iiddle
AddressNo.	Street	City	State	Zip Code
Email Address:				
		Cell Phone, □No If no, can you fu		
Are you 18 years of Are you prevente status? □ Yes □ Have you filed an	of age or older? ¬Yes d from lawfully becom No (proof of citizenship of		rnish a work permintry because of Visa be required upon emplo	t? □Yes □No a or immigratio
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Veteran of the U.S. Military Service? LYES LNO If yes, what Branch?	(Conv		icted of a crime within essarily disqualify an appl					ot ob	liga	ted to	disclose sealed o	
Name & Location of School Major/Degree Vears Completed (circle)	If yes	s, describe cond	itions:									
Name & Location of School Major/Degree Years Completed (circle)	Vete	ran of the U.S. I	Military Service? □Yes	□No	•	If yes, what Bra	ınch?_		-			
Completed (circle)	EDU	CATION										
College/University			Name & Location	of Sc	hool	Major/Degree	(Com (ci	ple rcle	ted e)	graduate?	
College/University	Hi	gh School					9	10	11	12	□Yes □No	
Other Training or Education: COMPTUER SKILLS Vears of Experience Vears of Experien	Co	llege/University	7					2	2 3 4		□Yes □No	
Education: COMPTUER SKILLS Years of Experience Years of Experience Word Other: Other: Other: Other: Other: Other: Other: Outlook Other:	Co	llege/University	7				1	2	3	4	□Yes □No	
Word												
□ Word □ Other: □ Excel □ Other: □ Outlook □ Other: □ Other: □ Outlook □ Other: □ Internet □ Other: □	COM	IPTUER SKII		1								
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□ Power Point □ Other: □ Outlook □ Other: □ Internet □ Other: □ O												
□ Outlook □ Other: □ Internet □ Other: □ Othera												
□ Internet □ Other: EMPLOYMENT EXPERIENCE Are you employed now? □Yes □No Please provide the following requested information regarding your employment history for up to the laten 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 year 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 Starting Position (Describe duties) Hourly Rate/Salary Position on Leaving (Describe duties)					_							
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From: To: Hourly Rate/Salary Position on Leaving (Describe duties)		r	-3							r		
			То:			Starting Position	(Desc	ribe	du	ties)		
						Position on Leav	ing (D	escr	ibe	duti	es)	

Name and Title of Supervisor	Reason for Leaving
Previous Employer	Address May we contact this employer? Telephone Yes 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 May we contact this employer? Telephone
Dates Employed From: To:	Starting Position (Describe duties)
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Hourly Rate/Salary Starting: Final:	Position on Leaving (Describe duties)
Name and Title of Supervisor	Reason for Leaving

Have you ever been discharged by an employer? □Yes □No If yes, please explain all terminations:									
List all periods during w									
How did you spend this	time?								
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 revel 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									