



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 | What is your desired salary? |
| 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) | E-MAIL: |

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 _____

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

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 _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

| EMPLOYMENT RECORD | | | | | LIST MOST RECENT EMPLOYMENT FIRST | |
|---------------------------------------|----------|------------------------|--|---|-----------------------------------|--|
| START DATE | END DATE | FINAL POSITION TITLE | | 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 () | | |
| JOB RESPONSIBILITIES | | | | | | |
| START DATE | END DATE | FINAL POSITION TITLE | | 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 () | | |
| JOB RESPONSIBILITIES | | | | | | |
| START DATE | END DATE | FINAL POSITION TITLE | | 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 () | | |
| JOB RESPONSIBILITIES | | | | | | |

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?
If yes, please explain circumstances.

☐ Yes ☐ No

| | | | | |
|--|--|---------------------------------|---------------|---|
| 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 – DATES ATTENDED</u> <u>CITY & 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 – DATES ATTENDED</u> <u>CITY & 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 – DATES ATTENDED</u> <u>CITY & STATE</u> |
| MILITARY/ OTHER | GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO | TYPE OF DEGREE CERTIFICATION | SPECIALITY | <u>BRANCH /NAME OF SCHOOL – DATES ATTENDED</u> <u>CITY & STATE</u> |

LIST ANY HONORS YOU HAVE RECEIVED

SPEAK _____

READ _____

WRITE _____

REFERENCES

[illegible]

1.

2.

3.

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

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.

Signature of Applicant

Date

NOTES

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 | |