



# VILLAGE OF PALOS PARK

## Application for Employment



<b>PERSONAL INFORMATION</b>				<b>DATE</b> _____	
<b>NAME</b>				<b>SS#</b>	
Last	First	Middle			
<b>PRESENT ADDRESS</b>					
Street	City	State	Zip		
<b>PERMANENT ADDRESS</b>					
Street	City	State	Zip		
<b>PHONE NO.</b>				<b>ARE YOU 18 YEARS OR OLDER?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES?</b>				YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>EMPLOYMENT DESIRED</b>		
<b>POSITION</b>	<b>DATE YOU CAN START</b>	<b>SALARY DESIRED?</b>
<b>ARE YOU EMPLOYED NOW? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?</b>		
<b>HAVE YOU EVER APPLIED TO THE VILLAGE BEFORE?</b>	<b>WHEN?</b>	<b>POSITION?</b>
<b>REFERRED BY</b>		

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

<b>GENERAL SPECIAL SKILLS</b>	
<b>ACTIVITIES: (CIVIC, ATHLETIC, ETC.)</b>	
<small>EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.</small>	
<b>U.S. MILITARY OR NAVAL SERVICE</b>	<b>PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES</b>
<b>RANK</b>	

\*The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis or age with respect to individuals who are at least 40 years of age.

**FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).**

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES: GIVE THE NAMES OF THREE PERSON NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR**

NAME	ADDRESS	TELEPHONE NUMBER	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF SO, EXPLAIN:

Applicants are not obligated to and should not respond with any convictions that have been erased by pardon or expungement

HAVE YOU EVER BEEN TERMINATED FROM EMPLOYMENT? IF SO, EXPLAIN:

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE AND WITHOUT CAUSE."

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_