



VILLAGE OF PALOS PARK

8999 W. 123rd Street, Palos Park, IL 60464



Application for Employment

PERSONAL INFORMATION				DATE _____
NAME	Last	First	Middle	SS#
PRESENT ADDRESS	City		State	Zip
PERMANENT ADDRESS	City		State	Zip
PHONE NO.	EMAIL ADDRESS		ARE YOU 18 YEARS OR OLDER?	YES or NO
ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES? YES or NO				

EMPLOYMENT DESIRED				
POSITION	DATE AVAILABLE TO START		DESIRED SALARY	
ARE YOU CURRENTLY EMPLOYED? YES NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO				
HAVE YOU EVERY APPLIED TO THE VILLAGE BEFORE? ^{YOU} YES NO WHEN? POSITION?				
REFERRED BY _____				

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL	_____			
HIGH SCHOOL	_____			
COLLEGE	_____			
TRADE, BUSINESS, OTHER	_____			

GENERAL
SPECIAL SKILLS _____
ACTIVITIES: (CIVIC, ATHLETIC, ETC) Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members. _____

U.S. MILITARY OR NAVAL SERVICE _____	RANK _____	PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____
--------------------------------------	------------	--

*The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of 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)			
	Month/Year (from/to) Name and Address of Employer	Position	Reason for Leaving
1.			
2.			
3.			

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.					
	Name	Address	Telephone #	Business	Years Acquainted
1.					
2.					
3.					

Have you ever been terminated from employment? YES NO I IF SO, PLEASE 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: _____

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is designed for general use throughout the United States.