



VILLAGE OF PALOS PARK

Application for Employment



PERSONAL INFORMATION				DATE	
NAME Last	First	Middle	SS#	-	-
PRESENT ADDRESS		City	State	Zip	
PERMANENT ADDRESS		City	State	Zip	
PHONE NO. () -	ARE YOU 18 YEARS OR OLDER?		YES	NO	
ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES?			YES	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?	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
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*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	Salary	Position	Reason for Leaving
1.					
2.					
3.					
Which of these jobs did you like best?					
What did you like most about this job?					

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	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: _____