



# EMPLOYMENT APPLICATION

## CITY OF PROSPECT HEIGHTS APPLICATION FOR EMPLOYMENT

It is the policy of the City of Prospect Heights to comply with all Federal and State employment laws. The City of Prospect Heights is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, citizenship, mental status, physical or mental handicap, or disability, military status, unfavorable discharge from military services, or any other unlawful basis in the recruitment, selection, or employment of employees.

### AVAILABILITY OF ACCOMMODATION

If you require any assistance or accommodation in the application or interview process, please contact the Office of the City Administrator at (847) 398-6070.

### PERSONAL INFORMATION (Please Print)

Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Number/Street City State Zip

Email Address \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Daytime Evening

Have you ever filed an application with the City of Prospect Heights?  
 YES  NO Yes, give date of application: \_\_\_\_\_

Have you ever been employed by the City of Prospect Heights?  
 YES  NO Yes, give dates of employment: \_\_\_\_\_

Are you currently employed?  
 YES  NO

May we contact your employer?  YES  NO

### EMPLOYMENT DESIRED

Position for which you are applying: \_\_\_\_\_

Other positions for which you would like to be considered: \_\_\_\_\_

Earliest date you can start work: \_\_\_\_\_



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### EDUCATION

Please list every educational institution you have attended, including technical or trade schools, beginning with high school:

Name of School	Major/Course of Study	Degree Earned

### SPECIAL SKILLS

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### EMPLOYMENT EXPERIENCE

Please list all work experience relevant to the position for which you are currently applying:

Employer (address/phone)	Dates of Employment	Major Responsibilities	Reason for Leaving	Final Salary



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### APPLICANT CERTIFICATION

I hereby certified that the statement set forth in this application for employment are true, accurate, and complete to the best of my knowledge and understand that any misrepresentations or omissions of fact made by me on this application or in my interview(s) shall be sufficient cause for my disqualification for employment or termination of employment, if hired. I understand that this application and records provided become property of the City of Prospect Heights.

I hereby authorize the City of Prospect Heights to conduct work history and reference checks including information obtained through personal interviews with persons named as employers in references, to determine my acceptability for employment. Pursuant to the *Illinois Personnel Record Review Act*, 820 ILCS 40/0.01 *et seq.*, I hereby waive written notice from my current employer and any previous employers and authorize them to release information regarding any disciplinary actions taken against me. Further, I hereby release the officers, agents, employees, and directors of each of my current and past employers and the City of Prospect Heights its officers, agents, and employees, from any and all liability arising from disclosure of personnel records and from verbal appraisals of my past performance.

I understand that an offer of employment is contingent upon my satisfactorily completing and submitting the requisite I-9 form as required by the City of Prospect Heights and by Federal or State law.

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Signature of Applicant

Date

Do Not Write in This Area – For Office Use Only

Received by: \_\_\_\_\_ Date received: \_\_\_\_\_

Application complete:  YES  NO Missing information: \_\_\_\_\_