



Application for Employment

City of Rolling Meadows
3600 Kirchoff Road
Rolling Meadows, Illinois 60008
Telephone: 847-394-8500
Fax: 847-483-0364

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department.

PLEASE TYPE OR PRINT IN INK

Position(s) applied for: _____ Date of Application: _____

Referral Source: Advertisement - Employee - Relative - School - Walk-in - Private Employment Agency - Other

Name of source (if applicable): _____

Name: _____
Last First Middle

Address: _____
Street City State Zipcode

Telephone Number: _____ Social Security Number: _____

If you are under 18, can you furnish a work permit? Yes No

Have you filed a previous application? Yes No - If Yes – give date: _____ (Mo/Year)

Have you ever been employed with the City? Yes No – If yes, give dates: From: _____ To: _____ (Mo/Year)

Are you legally eligible for employment in this country? Yes No
Proof of citizenship or immigration status will be required upon employment

Date available for work: _____

Type of employment desired: Full-Time Part-Time Seasonal

What is your minimum weekly salary requirement? \$ _____

Will you work overtime if required? Yes No

Have you been convicted of a felony in the last 7 years? Yes No

(Such conviction may be relevant if job-related, but does not bar you from employment.
You are not obligated to disclose sealed or expunged records of conviction or arrest.)

If you answer "Yes", please explain:

Do you have a current valid Illinois driver's license? Yes No

Employment History

Start with your most recent employer, include any special assignments, volunteer activities and military experience. Explain any gaps in employment in comments section below.

<p>Current or Most Recent Employer:</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p> <p>Job Title: _____</p> <p>Supervisor: _____</p> <p>Reason for leaving: _____</p> <p>May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Employment Dates</p> <p>From _____ To _____</p> <p>Starting Hourly Rate/Salary \$ _____</p> <p>Final Hourly Rate/Salary \$ _____</p>	<p>Work Performed</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Employer:</p> <p>_____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone _____</p> <p>Job Title: _____</p> <p>Supervisor: _____</p> <p>Reason for leaving: _____</p> <p>May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Employment Dates</p> <p>From _____ To _____</p> <p>Starting Hourly Rate/Salary \$ _____</p> <p>Final Hourly Rate/Salary \$ _____</p>	<p>Work Performed</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Employer:</p> <p>_____</p> <p>Address _____</p> <p>Telephone: _____</p> <p>Job Title: _____</p> <p>Supervisor: _____</p> <p>Reason for leaving: _____</p> <p>May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Employment Dates</p> <p>From _____ To _____</p> <p>Starting Hourly Rate/Salary \$ _____</p> <p>Final Hourly Rate/Salary \$ _____</p>	<p>Work Performed</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Comments: (include explanation of any gaps in employment)

Specialized skills/or qualifications: (Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for this position)

Education

School	School Name and Address	Course of Study	Circle Highest Grade Completed	Did you graduate?	Diploma/Degree
Elementary			5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	(does not apply)
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any professional, trade, business, or civic associations/memberships and offices held:

Please provide any other information you feel would be beneficial in determining your employment with the City. This may include work experience, publications, awards, activities, or any such accomplishments:

References:

List names and telephone numbers of no less than three personal references. They must be persons not related to you and not a previous employer.

Name	Telephone Number	Years Known

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained within this application as may be necessary in arriving at an employment decision. I hereby release from liability the City of Rolling Meadows and its representatives for seeking, gathering or using such information and all other persons, corporations or organizations for furnishing such information.

I understand that the City of Rolling Meadows is in no way obligated to provide employment and that I am in no way obligated to accept employment with the City. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights to the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment. I understand that no representative of the City of Rolling Meadows other than the City Manager, has the authority to make any assurances to the contrary. Any such assurances to the contrary by the City Manager must be in writing. If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the City to terminate my employment at any time, nor shall anything restrict the right of the City to terminate my employment at any time at the option of the City.

I also understand that, if hired, I am required to abide by all rules, ordinances, and regulations of the City. The City's policies and procedures, relating to conditions of employment, are subject to modification by the City without notice.

Signature of Applicant

Date