



Application for Employment

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the express policy of the City of Wheaton to consider all applicants for City employment without regard to race, color, religion, gender, age, disability status, political affiliation, or National origin (except where a bona fide occupational qualification exists).

Today's Date: _____ Position applied for: _____

Applying For: Full-time Part-time

PERSONAL

Name: Last _____ First: _____ Middle: _____

Have you ever used an alias, or been known by another name? If so, please state _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Work) _____

(Cell) _____ E-mail _____

Are you legally permitted to work in the United States? Yes No

If the position which you are applying requires a Driver's License, please provide the following Information:

Driver's License Number: _____ Class: _____ State: _____

How did you learn of position? (referral source): _____

Are you related to any employee of the City of Wheaton or an elected official? Yes No

If yes, please state their name and relationship to you: _____

Have you ever worked for the City of Wheaton? Yes No

If yes, When and for what department? _____

Are you a veteran of the U.S. Military? Yes No If yes, branch: _____

Education, Training and Experience

School	Name & Address	Course of Study	Last Year Completed				Did You Graduate?		List Diploma or Degree
High School			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			9	10	11	12	Yes	No	
Colleges, Vocational or Business Schools and Other Higher Education			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			13	14	15	16	Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			13	14	15	16	Yes	No	
			<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
				17+			Yes	No	

List any courses, seminars, workshops, training sessions, etc., that might relate to the type of work or position you are applying for:

Please list any other experiences or training that you feel may especially qualify you for employment with the City:

Employment History

List your previous three (3) employers, including any Military service. Begin with your current or most recent employer.

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time Part-time

Your Title: _____ Hours per week: _____

Your Duties: _____ Last Salary: _____

Reason for Leaving: _____

May we Contact this employer? Yes No

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time Part-time

Your Title: _____ Hours per week: _____

Your Duties: _____ Last Salary: _____

Reason for Leaving: _____

May we Contact this employer? Yes No

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time Part-time

Your Title: _____ Hours per week: _____

Your Duties: _____ Last Salary: _____

Reason for Leaving: _____

May we Contact this employer? Yes No

Professional References

Please list below three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I also authorize the Police Department to furnish all information regarding any conviction listed under my name and release them from all liabilities whatsoever for furnishing any information concerning me. I understand that a post-offer medical examination, including a drug screen, will be required for this position. I further understand that any offer of employment or granting of employment made by the City may be withdrawn or I may be discharged by the City's Director of Human Resources in his sole discretion, with or without cause, at any time should the Director of Human Resources determine that the withdrawal of the offer or dismissal is in his opinion in the best interests of the City. In consideration of the City reviewing and investigating this application I hereby waive, to the greatest extent permitted by law, any and all suits, claims, actions or demands in law, chancery or administrative proceeding and damages, costs, expenses, lost wages, lost income or lost opportunities which may result from the City's withdrawal of any offer of employment.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document, nor the City of Wheaton Personnel Manual, nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I HAVE READ THIS APPLICANT'S STATEMENT AND AGREE TO BE BOUND BY IT'S TERMS AND CONDITIONS.

Please note that applicants are not obligated to disclose sealed or expunged records of conviction or arrest. The City, however, after it extends a conditional offer of employment, will have a criminal background check run and felony and other criminal convictions may be used in making a determination of final job offer as permitted by law.

Signature of Applicant: _____ Date: _____