

## 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

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"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges, Vocational or Business Schools and Other Higher Education			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 17+	<input type="checkbox"/> Yes <input type="checkbox"/> 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: \_\_\_\_\_

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: \_\_\_\_\_

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: \_\_\_\_\_

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:** \_\_\_\_\_