



CITY OF OAKBROOK TERRACE

17 W 275 Butterfield Road
Oakbrook Terrace IL 60181
630-941-8300
FAX 630-941-8327

Employment Application

Equal Employment Policy: We welcome you as an applicant for employment with the City of Oakbrook Terrace. Your application will be reviewed without regard to race, ancestry, religion, age, marital or veteran's status, sex, sexual orientation, national origin, disability or any other legally protected status.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the City of Oakbrook Terrace. Please furnish us with complete information as outlined in this application. Falsifying information may be grounds for disqualification or dismissal. You are encouraged to submit a resume' or any other additional information, which you believe relates to your qualifications for the position for which you are applying. All statements by applicants for employment on this application form will be checked for accuracy. Please print or type.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip	
Phone	E-mail Address		
Date Available	Are you at least 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>	Prefer to work: <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> seasonal	
Position Applying for:	How did you learn of job opening?		
Are you legally authorized to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Proof of eligibility to work in the United States must be presented upon employment.</i>			
Have you ever worked for the City? YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Is any of your employment data under a different name? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what name?			
Do you have a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO STATE _____		Expiration Date: _____	
Do you have a valid Commercial Driver's License (CDL)? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, What Class? _____			
What Endorsements? _____			
Are you related to anyone currently employed by the City? <input type="checkbox"/> YES <input type="checkbox"/> NO Relationship?			
Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Public Act 093-0912: The applicant is not obligated to disclose expunged juvenile records of arrest or conviction. Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain:			
<i>A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, seriousness and nature of the violation and rehabilitation will be taken into account. The inquiry as to whether you have been convicted of a crime does not require you to disclose verbally or in writing any record of a conviction or arrest that has been expunged, sealed or impounded under Section 5 of the Criminal Identification Act.</i>			
Other than traffic violations, have you ever been convicted of a crime? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain:			

EDUCATION		
Name of High School	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Name of College	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other	Address	
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	

REFERENCES		
<i>Please list three professional references.</i>		
Full Name	Relationship	
Company	Phone	()
Address		
Full Name	Relationship	
Company	Phone	()
Address		
Full Name	Relationship	
Company	Phone	()
Address		

SPECIAL SKILLS, TRAINING or CERTIFICATIONS relating to this position

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

PREVIOUS EMPLOYMENT

Company	Phone ()
---------	--------------

Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
---------	--------------

Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Company	Phone ()
---------	--------------

Address	Supervisor
---------	------------

Job Title	Starting Salary \$	Ending Salary \$
-----------	--------------------	------------------

Responsibilities

From	To	Reason for Leaving
------	----	--------------------

May we contact your previous supervisor for a reference? YES NO

Hiring Incentives to Restore Employment (HIRE ACT) Enacted March 18, 2010

If you have been unemployed during the last 60 days before beginning work, or alternatively, worked fewer than a total of forty (40) hours for someone else during the last 60-day period, you will be asked to attest to such upon hire on IRS form W-11.

Disclaimer and Signature

I understand and agree that the City of Oakbrook Terrace is hereby authorized to thoroughly investigate my character, employment record, references, education and other matters related to my suitability for employment I further understand that such inquiries will include checking police records for convictions. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that I may request reasonable accommodation if needed, due to disability, in order to participate in the overall application process.

I understand that if selected for employment, I may have to successfully pass a physical examination and/or drug screen performed by a medical professional selected and paid for by the City of Oakbrook Terrace prior to starting employment.

This application is current for three (3) months from the date it was submitted. At the conclusion of this time, if I have not heard from the City and still wish to be considered for employment, it will be necessary to complete a new application.

Should I become employed, I agree to conform to all rules and regulations of the City of Oakbrook Terrace. I understand that I have the right to terminate my employment at any time and the City of Oakbrook Terrace retains the same right.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
-----------	------