



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5200
FAX: 847/ 318-5300
TDD:847/ 318-5252

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship or veteran status, or any other protected status under State or Federal law.

In addition, the City of Park Ridge does not discriminate on the basis of disability where such disability is unrelated to the ability to perform the essential functions of the position.

Employment History (Please begin with most recent employer)

Name of Company _____	Dates employed mm/yr From _____ To _____
Address _____ Telephone _____	Starting Salary _____
Description of work and type of business _____	Ending Salary _____
Your position(s) _____ Supervisor's name and title _____	
Reason for leaving _____	

May we contact your current supervisor? Yes No

Name of Company _____	Dates employed mm/yr From _____ To _____
Address _____ Telephone _____	Starting Salary _____
Description of work and type of business _____	Ending Salary _____
Your position(s) _____ Supervisor's name and title _____	
Reason for leaving _____	

May we contact this supervisor? Yes No

Name of Company _____	Dates employed mm/yr From _____ To _____
Address _____ Telephone _____	Starting Salary _____
Description of work and type of business _____	Ending Salary _____
Your position(s) _____ Supervisor's name and title _____	
Reason for leaving _____	

May we contact this supervisor? Yes No

Name of Company _____	Dates employed mm/yr From _____ To _____
Address _____ Telephone _____	Starting Salary _____
Description of work and type of business _____	Ending Salary _____
Your position(s) _____ Supervisor's name and title _____	
Reason for leaving _____	

May we contact this supervisor? Yes No

Reference

Please list three professional references: (Names, addresses and positions of individuals at companies with whom you have had frequent business dealings. Do not list friends or relatives).

May we contact your present employer? Yes No

Miscellaneous

Have you been convicted of any crimes (excluding minor traffic violations)? Yes No

You are not required to disclose records of arrests or convictions that have been sealed or expunged by a court.

(An affirmative response will not automatically disqualify you from being considered as a candidate for employment.)

If yes, explain _____

Please read before signing

I certify that the above information is true and complete to the best of my knowledge, without omission of any consequence. I agree that misrepresentation, false statement, or omission, made with respect to the information contained in the application shall terminate the employment process or if I am hired, will result in my dismissal from employment.

In the event that I am hired, in consideration of my employment, I agree to conform to the rules and regulations of the City of Park Ridge (the "City"). I understand that employees of the City of Park Ridge are at-will and can be discharged, demoted, suspended or otherwise disciplined without cause at any time at the sole discretion of the City unless provided otherwise by the Civil Service Commission or Board of Police and Fire Commissioners.

I hereby authorize the City of Park Ridge to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further authorize my former employers, and all other corporations, partnerships and associations to provide any of this information to the City of Park Ridge. I agree to waive any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. Should my services terminate after accepting employment, it is understood that the City of Park Ridge may supply to any prospective employer any information related to my work record with the City with no liability attaching to the City or any of its representatives.

I further recognize that the Immigration Reform and Control Act of 1986 has placed responsibility on U.S. companies to enforce new regulations requiring documentation of identity and work eligibility for employees. All new employees must supply such documentation before they can begin to work. In addition, I recognize that I will be required to sign statements dealing with the City's policy on conflict of interest, confidential information, and certain other employment forms.

I understand that my employment also depends upon successfully passing a pre-employment exam which may include physical, psychological exam, background check and/or drug screen. If hired, I will conform to all of the City's rules and regulations. I understand I may be refused employment or terminated if any of the information I have given is false, or if I have failed to give any material information requested.

Signature of Applicant Date

Signature of Parent (if under age 18) Date