



VILLAGE OF TINLEY PARK
 Incorporated June 28, 1892
 16250 S. Oak Park Avenue – Tinley Park, IL 60477
 (708) 444-5000, www.tinleypark.org

The Village of Tinley Park is an equal opportunity employer as stated by the Civil Rights Acts of 1964, by Executive Order Numbers 11246 and 11701, and Section 503 of the Vocational Rehabilitation Act of 1973.

APPLICATION FOR EMPLOYMENT

Please complete this application in its entirety. Incomplete applications will not be accepted. In addition to your completed application, you may attach a resume reflecting your work history. A copy of your high school diploma/GED certificate and/or college transcripts may be required if selected for an interview. Your qualifications for this position will be evaluated strictly against the information you provide on this application and any supplemental questionnaire that may be required. **Please advise Human Resources if you change your address and phone number.** Please be advised that the most qualified applicants will be referred to the hiring department for further consideration.

SECTION 1: PERSONAL INFORMATION

DATE		POSITION FOR WHICH YOU ARE APPLYING			ARE YOU AT LEAST 18 YEARS OF AGE?	
					<input type="checkbox"/> YES <input type="checkbox"/> NO	
APPLICANT'S NAME <i>(Last Name, First Name, Middle Name or Initial)</i>				ARE YOU LEGALLY ELIGIBLE TO WORK IN THE US?		
				<input type="checkbox"/> YES <input type="checkbox"/> NO		
PRESENT ADDRESS - <i>Number/Street/Apartment #</i>		<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>	
HOME PHONE NUMBER		CELL PHONE NUMBER		PERSONAL EMAIL ADDRESS		
TYPE OF EMPLOYMENT YOU ARE SEEKING				BEST TIME TO CONTACT YOU		
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY/SEASONAL				<input type="checkbox"/> MORNING <input type="checkbox"/> EVENING		
SALARY/HOURLY RATE DESIRED		DATE AVAILABLE TO BEGIN WORK	HOW DID YOU HEAR ABOUT POSITION?			
HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF TINLEY PARK? IF SO, PLEASE LIST POSITION(S) AND DATES.						
DO YOU HAVE FAMILY MEMBERS/ RELATIVES THAT CURRENTLY WORK FOR THE VILLAGE OF TINLEY PARK? IF SO, PLEASE LIST NAMES /RELATION TO YOU.						

SECTION 2: EDUCATION, TRAINING, AND EXPERIENCE

LEVEL/TYPE OF SCHOOLING	SCHOOL NAME AND LOCATION (CITY, STATE)	DID YOU GRADUATE?	DEGREE, MAJOR, AND/OR CONCENTRATION
High School/GED		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
College/University		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Post-Graduate School		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	
Vocational/Technical School		<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/>	

Do you have any other experience, certificates, licenses, training, qualifications, or skills you believe to be relevant to the position for which you are applying? If so, please explain:

Please list any professional, trade, business or civic activities, memberships, or offices held which you believe are relevant to the position for which you are applying (you may exclude those which indicate race, color, religion, sex, national origin, age, disability, or other protected status):

Please list any equipment or machinery relevant to the position for which you are applying that you are capable of operating:

SECTION 3: EMPLOYMENT HISTORY

Please list present and past employment, starting with your most current employer. Use additional sheets if necessary.

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER		
ADDRESS -		Number	Street	Suite	City	State	Zip Code
POSITION(S) HELD			TYPE OF EMPLOYMENT				
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal				
BRIEF DESCRIPTION OF JOB DUTIES							
DATES EMPLOYED							
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER		
MAY WE CONTACT EMPLOYER?							
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:							
PLEASE EXPLAIN REASON(S) FOR LEAVING							

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER		
ADDRESS -		Number	Street	Suite	City	State	Zip Code
POSITION(S) HELD			TYPE OF EMPLOYMENT				
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal				
BRIEF DESCRIPTION OF JOB DUTIES							
DATES EMPLOYED							
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER		
MAY WE CONTACT EMPLOYER?							
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:							
PLEASE EXPLAIN REASON(S) FOR LEAVING							

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER	
ADDRESS -		<i>Number</i>	<i>Street</i>	<i>Suite</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
POSITION(S) HELD			TYPE OF EMPLOYMENT			
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal			
BRIEF DESCRIPTION OF JOB DUTIES						
DATES EMPLOYED						
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER	
MAY WE CONTACT EMPLOYER?						
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:						
PLEASE EXPLAIN REASON(S) FOR LEAVING						

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER	
ADDRESS -		<i>Number</i>	<i>Street</i>	<i>Suite</i>	<i>City</i>	<i>State</i> <i>Zip Code</i>
POSITION(S) HELD			TYPE OF EMPLOYMENT			
			<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal			
BRIEF DESCRIPTION OF JOB DUTIES						
DATES EMPLOYED						
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER	
MAY WE CONTACT EMPLOYER?						
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:						
PLEASE EXPLAIN REASON(S) FOR LEAVING						

SECTION 4: REFERENCES

Please provide three (3) professional references whom you have known for at least one (1) year.

NAME	COMPANY/TITLE	PHONE NUMBER	EMAIL ADDRESS

SECTION 5: ADDITIONAL INFORMATION

PLEASE NOTE: If your application is accepted, and an offer is extended, employment will be conditioned upon successful completion of a criminal background check as well as other background steps.

Have you served or are you currently serving in the United States Armed Forces? YES NO

If yes, which branch? Number of years served in US Armed Forces:

Rank upon entrance: Rank at discharge:

Were you dishonorably discharged? YES NO

If yes, explain the reasons for and circumstances surrounding the discharge:

SECTION 6: CERTIFICATION

I hereby certify that the information given in this application is correct and true to the best of my knowledge. I authorize the Village of Tinley Park to contact any of my schools, current or former employers, armed services, and physicians having medical records pertaining to me, and authorize these entities to furnish all information requested in connection with this employment application. I understand any misrepresentation of the information furnished by me shall be sufficient cause for non-appointment and/or dismissal.

I consent to undergo the required criminal background check, polygraph and/or psychological evaluation, and/or medical examination that may be a condition of my initial employment. I give permission for any/all pre-employment test results to be released to the Village of Tinley Park.

I understand that my classification as a regular employee depends upon successfully completing the probationary period.

I also understand that by typing my name in the space below, it will serve as my electronic signature on this Employment Application. Furthermore, I agree that my electronic signature shall have the same legal effect as my handwritten signature.

Applicant Signature:

Date:

The Village of Tinley Park is an equal opportunity employer in all aspects of personnel policies, programs, benefits, practices, and operations. All applicants will receive equal consideration regardless of their race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or other category protected by law. If you are an individual with a disability and require assistance or accommodation related to the application process, please contact the Human Resources Department.



VOLUNTARY APPLICANT EEO DATA SHEET

POSITION APPLIED FOR:

DATE:

Important – please read carefully

To enable the Village of Tinley Park to meet governmental reporting regulations, applicants are requested, but not required, to complete this personal data sheet. This information will be used solely for statistical reporting purposes.

This information will be kept personal and confidential. Your voluntary cooperation is greatly appreciated.

Last Name

First Name

Middle Name

Street Address

City

State

Zip code

Male

Female

Date of Birth

Ethnic Categories: Please check one.

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Two or more Races/Ethnicities: Individuals whose race/ethnicity corresponds to two or more of the categories listed above.