



# APPLICATION FOR EMPLOYMENT

**Please Return to:**

City of Rolling Meadows – Human Resources  
 3600 Kirchoff Road  
 Rolling Meadows, IL 60008  
 T:847-394-8500 F:847-483-0364

We welcome you as an applicant for employment with the City of Rolling Meadows. In accordance with federal, state and local laws, the City of Rolling Meadows is committed to recruit, hire, promote, train and evaluate all personnel without regard to race, color, religion, sex, age, national origin, citizenship status, sexual orientation, marital status, veteran status, disability, or any other protected/legal group status (except when gender, age, or physical ability is a bona fide occupational qualification).

The City of Rolling Meadows complies with the Americans with Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Human Resource Department at 847-394-8500.

## Please Print or Type

Position Applied For	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/>	Today's Date
		Desired Salary Range
		Date Available
Referral Source:		

## Personal Information

Last Name	First Name	Middle Initial
Street Address	City	State
		Zip Code
Primary Phone Number	Email Address	

Are you at least 18 years of age? \_\_\_\_\_

Have you filed a previous application? \_\_\_\_\_ If yes, give date: \_\_\_\_\_ (Month/Year)

Are you related to any employee or elected official of the City of Rolling Meadows? \_\_\_\_\_

If yes, state their name and relationship to you \_\_\_\_\_

Have you ever been employed by the City of Rolling Meadows? \_\_\_\_\_

If yes, give dates \_\_\_\_\_ Position \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_\_\_\_

*Proof of citizenship, immigration status or work permit will be required upon employment.*

Date available for work: \_\_\_\_\_

Do you possess a valid driver's license? \_\_\_\_\_

What is your minimum weekly salary requirement? \$ \_\_\_\_\_

Have you ever pled guilty or no contest to or been convicted of a felony crime?  Yes  No

If yes, please explain. \_\_\_\_\_

Note: Answering “yes” does not constitute an automatic bar to employment and will be considered only as it relates to the position applied for. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest, or minor traffic citations and the applicant is not obligated to disclose expunged juvenile records of adjudication or arrest. This information will be used only for job related purposes and only to the extent permitted by applicable law.

**Education and Training**

School	Name and Address	Years Completed	Course of Study	List Degree or Diploma	Did you Graduate?
High School/ GED					
University, College, Vocation or Business Schools and Other Higher Education					

List any special courses, seminars, workshops, training, licenses, certificates, and/or professional memberships applicable to the position you are applying for.  
*You may exclude any memberships that would reveal race, color, national origin, religion, creed, gender, sexual orientation, age, disability, marital or veteran status, or any other legally protected status.*

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

Describe any job-related training you have received in the United States military.

### Employment Record

Start with your most recent employment record in reverse order. Account for any time that you were unemployed by stating the nature of your activities. Use additional paper if necessary. You must complete this section even if submitting a resume. Please include any special assignments & volunteer activities.

**Employer** \_\_\_\_\_ **Position** \_\_\_\_\_ FT  PT  Temp

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Dates** From: \_\_\_\_\_ To: \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

May the City contact this employer? \_\_\_\_\_

**Job Duties** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

**Employer** \_\_\_\_\_ **Position** \_\_\_\_\_ FT  PT  Temp

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Dates** From: \_\_\_\_\_ To: \_\_\_\_\_ **Salary:** \$ \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_

May the City contact this employer for reference? \_\_\_\_\_

**Job Duties** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for leaving** \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_ FT  PT  Temp

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_ Salary: \$ \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

May the City contact this employer for reference? \_

Job Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, explain: \_\_\_\_\_

### Professional References

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

Name and Title		Company	
Phone Number	Relationship	Years Known	

Name and Title		Company	
Phone Number	Relationship	Years Known	

Name and Title		Company	
Phone Number	Relationship	Years Known	

### Applicant's Statement

*I certify that all answers and information given herein are true, accurate, and completed to the best of my knowledge. I understand that any omissions, misrepresentations, or false statements throughout this application or any additional documents submitted are grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I further understand that I am required to abide by all rules, policies, procedures and regulations of the City of Rolling Meadows.*

*In consideration of my application for employment I authorize the City of Rolling Meadows to investigate my references, work record, transcripts, statements and other supporting sources related to my suitability*

*for employment. I understand that for certain positions inquiries by the City of Rolling Meadows may include investigating criminal convictions and/or contacting former employers and other references listed on this application and I agree to cooperate in such investigations.*

*I hereby release the City of Rolling Meadows from any and all liability that might result from conducting a background investigation. I further release from liability anyone supplying information related to such investigation.*

*I understand that the City of Rolling Meadows is in no way obligated to provide employment and that I am in no way obligated to accept employment with the City. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights to the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment. I understand that no representative of the City of Rolling Meadows other than the City Manager, has the authority to make any assurances to the contrary. Any such assurances to the contrary by the City Manager must be in writing. If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the City to terminate my employment at any time, nor shall anything restrict the right of the City to terminate my employment at any time at the option of the City.*

*I understand that neither this document, nor the City of Rolling Meadows Personnel Policy Manual, nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.*

*I acknowledge that I have read the above statements and grant permission to verify the information supplied on this application for employment and employment related documents I have provided.*

I have read and understand the above statement. This application is complete and accurate to the best of my knowledge. \*

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Date

\* By checking the box above and typing your name on the signature line it acts as your signature.

**- An Equal Opportunity Employer -**