City Hall Phone: 708-788-2660 City Hall Fax: 708-788-2567 Berwyn Police Fax: 708-788-3813

City of Berwyn • 6700 W. 26th St. • Berwyn, IL 60402 • www.berwyn-il.gov

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name:					
LAST	FIRST			MIDDLE	
Address:					
	STREET	CITY	STATE	ZIP (CODE
Telephone # ()	Cellular/Other Phone()	E-mail Address	S	
Position(s) applied for			Date of applic	eation//	
If necessary, best time to ca May we contact you at work	ll you at home is	_PM If yes, w	AM □	Home □ Cellular/Othe t time:	r
If you are under 18 and it is If <i>no</i> , please explain				□ Yes	□ No
Have you submitted an app	lication here before? Ye	es	□ No If <i>yes</i> , when:_		
Have you been employed he	ere before? Yes	□ No	If <i>yes</i> , give dates: F	rom/ to	_//_
Do you have adequate and i	reliable transportation to a	nd from v	vork?	Yes □ No	
Have you entered into an ag might, in any way, restrict y If <i>yes</i> , please explain	our ability to work for ou	r city?	□ Yes □ No		ement) tha
Have you ever been termina If yes, when/where, why:					
Have you ever been convict completion of sentence:					
(Note: You are not requir conviction alone will not re the crime, including timing	esult in disqualification fo	r employi	nent. We look at all	of the circumstances	
If yes, explain in detail listidoes not constitute an auton		location(s) in the comments	section. Note: Answe	ering "Yes'
Are you legally eligible to v	work in this country? (Pr	oof will b	e required if hired)	□ Yes □ No	
Date available for work	/Desired	l rate of p	ay? \$	per	
Employment desired: □ F	ull-Time Part-Time	□ Educat	onal Co-Op 🗆 Se	asonal Temporary	

EMPLOYMENT HISTORY							
Starting with your most recent employer, p	rovide the following infor	mation					
EMPLOYER	TELEPHONE #		Month	Year		Month	Year
		Dates Employed					
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STREET ADDRESS	CITY	STATE					
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		□Yes □No □Later					
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		Email:					
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HISTORY			
Explain any gaps in your employment injury or disability	t, other than those due	to personal illness,	
If not addressed on previous page, hav	e you ever been fired	or asked to resign from a job?	□ Yes □ No
If yes, please explain:			
SKILLS and QUALIFICATIONS			
Summarize any job related special traposition for which you are applying:	iining, skills, licenses a	and/or certificates that may assi	st you in performing the
Computer Skills (check appropriate bo	oxes. Include software	e titles and years of experience.)
□ WORD PROCESSING	YEARS:	□ INTERNET	YEARS:
□ SPREADSHEET	YEARS:	OTHER	YEARS:
□ PRESENTATION	YEARS:	OTHER	YEARS:
□ EMAIL	YEARS:	OTHER	YEARS:
EDUCATIONAL BACKGROUND			

Starting with your most recent school attended, provide the following information.

SCHOOL (INCLUDE CITY AND STATE)	YEARS COMPLETED	COMPLETED	GPA CLASS RANK	Major/Minor
		□ Diploma □ GED □ Degree		
		□ Certification		
		□ Other		
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REFERENCES					
List names and telephone nur	nbers of three bus	iness/work reference	s who are <i>not</i> relate	ed to you and are	e <i>not</i> previous
supervisors. If not applicable					onor provious
					# OF
NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	EMAIL	YEARS
					KNOWN
	I				<u> </u>
RELATED INFORMATION To what job-related organization		l trada ata) da vavi	halana?		
To what job-related organiza	_	-	belong?		
	ORGANIZAT	TION		OFFICES	SHELD
List special accomplishments	nublications aug	rds ata			
List special accomplishments, Exclude membership			on, sex, national o	rigin, citizensh	ip, age, menta
or physical disabilitie					
Is there any other job-related you?	information you	would like us to kno	w about		
<i>y</i> - -					

APPLICANT STATEMENT

I certify that all information provided in order to apply for and secure work with this employer is true, complete and correct

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (professional and personal), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application is current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply by filling out a new application.

I understand that if hired, with or without cause and with or without prior notice, I am free to resign at any time, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law or pursuant to a collective bargaining agreement, if applicable. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless in writing and signed by the employer's president.

I also understand that if hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws required me to complete an I-9 Form in this regard.

This Employer does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, pregnancy, sexual orientation or sexual preference, or any other protected status under applicable federal, state, or local law. This employer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, pregnancy, sexual orientation or sexual preference, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Employer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.						
Signature of Applicant			Date	_/	/	-
	TY OF BERWY	City Hall Phone:	708.788.2	660		

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