



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

We are an equal opportunity as stated by the Civil Rights Acts of 1964 and by Executive Order Numbers 11246 and 11701, also 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 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.

PERSONAL INFORMATION					
Date	Position for which you are applying			Have you reached your 18 <sup>th</sup> birthday? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name	<i>Last</i>	<i>First</i>	<i>Middle</i>		
Present Address	<i>No. &amp; Street</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
Phone	<i>Home</i>	<i>Business/Cell</i>		E-mail	
Type of work you will accept	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal	Best time to contact <input type="checkbox"/> AM <input type="checkbox"/> PM	

EDUCATION					
Level	School Name & Location	Yrs Attended		Did you Graduate?	Major
		From	To		
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

LICENSES				
<i>List current licenses, certifications, or registrations required for the position for which you are applying.</i>				
License/Certification/Registration	Type	State	Number	Date Received

SPECIAL SKILLS/LANGUAGES					
Skills					
Languages (other than English)			<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write
			<input type="checkbox"/> Speak	<input type="checkbox"/> Read	<input type="checkbox"/> Write

OTHER INFORMATION	
Have you ever been convicted of a felony	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	
Location	
Explanation	

REFERENCES		
Name	Address	Phone

WORK EXPERIENCE	
<i>Begin with your most recent position. List all jobs separately. Use additional sheets if more space is needed. You may attach a resume; however, a resume will not substitute for the information required in this section. Your application will be rejected if you refer to attachments instead of completing the following boxes.</i>	
<b>Most Recent Employer</b>	<b>Dates Employed</b>
<b>Address</b> <i>No. &amp; Street</i>	<b>City</b> <b>State</b> <b>Zip Code</b>
<b>Position Title &amp; Job Duties</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
	<b>Salary Earned</b> \$
<b>Supervisor Name</b>	<b>Phone</b>
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Next Recent Employer</b>	<b>Dates Employed</b>
<b>Address</b> <i>No. &amp; Street</i>	<b>City</b> <b>State</b> <b>Zip Code</b>
<b>Position Title &amp; Job Duties</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
	<b>Salary Earned</b> \$
<b>Supervisor Name</b>	<b>Phone</b>
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Next Recent Employer</b>	<b>Dates Employed</b>
<b>Address</b> <i>No. &amp; Street</i>	<b>City</b> <b>State</b> <b>Zip Code</b>
<b>Position Title &amp; Job Duties</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
	<b>Salary Earned</b> \$
<b>Supervisor Name</b>	<b>Phone</b>
<b>Reason for Leaving</b>	<b>May we contact this employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

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, former employers, armed services and physicians and surgeons having medical records pertaining to me, except those indicated, 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 medical examinations which may be a condition of my initial employment. I understand that my classification as a regular employee depends upon successfully completing the probationary period.

Applicant's Full Signature (In Ink) \_\_\_\_\_ Date \_\_\_\_\_