



CITY OF NILES

APPLICATION FOR EMPLOYMENT

The City of Niles considers applicants for employment without regard to race, color, religion, sex, national origin, age, disability status, marital status, or any other legally protected status.

Complete the application in its entirety. Do not write "see resume" in any blank. An incomplete application will not be considered for the position available.

Position Applied For		Announcement Number		
Last Name		First Name		Middle Initial
Address Street		City	State	Zip
Telephone Number(s)		Email address		

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever been employed with us before?

Yes No

If yes, give dates of employment

Are you currently employed?

Yes No

If being considered for a position, may we contact your current employer for a reference?

Yes No

Are you legally eligible for employment in the U.S.?

Yes No

Proof of eligibility will be required upon employment

On what date would you be available for work?

Are you seeking
(check all that apply)

Full Time work

Part Time work

Shift Work

Temporary/Seasonal work

Can you travel if job requires it?

Yes No

EDUCATION

	Yes	No	Undergraduate College/University	Graduate/ Professional
Do you have a High School Diploma?				
College/University Name and Location				
Years Completed				
Diploma / Degree				
Describe Course of Study				

Describe any specialized training, apprenticeship, skills, or extra-curricular activities that you consider relevant to the position you are applying for

State any additional information you feel may be helpful to us in considering your application	
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List memberships in organizations that you consider relevant to your ability to perform the position to which you are applying:
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status

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REFERENCES

Give name and telephone number of three references who are not related to you and are not previous employers

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3

Have you ever had any job-related training in the United States military? Yes No
 If yes, please describe

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EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments, and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status. You may attach a resume, but don't write "see resume" in any blanks.

Employer		Dates Employed From		Work Performed
Street Address				
City, State, Zip		To		
Job Title	Supervisor Name			
Reason For Leaving				

Employer		Dates Employed From		Work Performed
Street Address				
City, State, Zip		To		
Job Title	Supervisor Name			
Reason For Leaving				

EMPLOYMENT EXPERIENCE (Continued)

Employer		Dates Employed From		Work Performed
Street Address				
City, State, Zip		To		
Job Title	Supervisor Name			
Reason For Leaving				

Employer		Dates Employed From		Work Performed
Street Address				
City, State, Zip		To		
Job Title	Supervisor Name			
Reason For Leaving				

Employer		Dates Employed From		Work Performed
Street Address				
City, State, Zip		To		
Job Title	Supervisor Name			
Reason For Leaving				

Have you been given a job description or had the requirements of the job explained to you?	Yes	No
Do you understand the requirements of the job?	Yes	No
Can you perform the requirements of this job with or without reasonable accommodations?	Yes	No

APPLICANT'S STATEMENT AND RELEASE OF INFORMATION

I certify the answers given herein are true and complete to the best of my knowledge. For purposes of consideration of employment, I authorize and request that my current and former employers and those people I have listed as references furnish the City of Niles with information about my employment record, including a statement of the reason for termination of my employment, work performance abilities, and other other qualities pertinent to my qualifications for employment, hereby releasing them and the City of Niles from all liability and responsibility arising from any information provided. A copy of this release is as valid as an original signature. I hereby understand and acknowledge that employment at the City of Niles is at-will. No oral representation by any City employee will create a contract of employment. No employment practice by the City is intended to create a contract of employment and no changes in the City's employment-at-will policy will be effective unless executed in writing and signed by the City Administrator or the City Council. In the event I am employed by the City of Niles, I understand that any false or misleading information given on this application or during an interview may result in discharge, no matter when the information is discovered. I understand also that I am required to abide by all the rules and regulations of the City of Niles.

Signature of Applicant _____	Date _____
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