

CITY OF CREST HILL  
1610 PLAINFIELD ROAD  
CREST HILL, ILLINOIS 60403

Phone: (815) 741-5100

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# EMPLOYMENT APPLICATION

## AN EQUAL OPPORTUNITY EMPLOYER

The City of Crest Hill provides equal employment and advancement opportunities for all qualified applicants regardless of race, color, sex, national origin, age, religion, disability, marital status, sexual orientation or other legally protected classification.

### Personal Information

Application For: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Other names you have used: \_\_\_\_\_

Are you eligible to work in the U.S.?       Yes       No

Are you at least 18 years of age or older?       Yes       No

Are you able to perform the essential functions  
of the job for which you are applying,  
with or without reasonable accommodation?       Yes       No

Have you ever been terminated from employment  
or asked to resign by an employer?       Yes       No

If you selected yes, please provide company name and details:

**Employment Desired**

Available Start Date: \_\_\_\_\_ Hourly Rate/Salary desired: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Referral Source**

Have you ever worked for the City of Crest Hill? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify which position and when:

How did you hear of this position?

**Education**

<b>Education</b>	<b>Name of School, Location</b>	<b>Number of years attended</b>	<b>Degree received</b>	<b>Subjects studied/ Major</b>
High School				
College or University				
College or University				
Trade School/ Other				

### Employment History

Please list your employment history for the last 10 years. Begin with your most recent employer and list in reverse chronological order, including periods of unemployment. You may attach additional sheets as necessary. *Note: This section must be completed even if supplemented by a resume.*

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

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

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

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

**Employment history continued**

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

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

\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_

Summary of the nature of work performed and job responsibilities:

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

**References**

Please list three persons, not related to you, whom you have known at least three years.

Name	Phone Number	Company	Years Acquainted

**Explanation of Interruptions in Employment History**

Please explain any interruptions in employment history that do not pertain to pregnancy, child care, disability or any other protected activity:

**U.S. Military Service**

If you have served in the U.S. Military, please provide the following information:

Branch of Service:     United States Army                       United States Marine Corps.  
                                  United States Navy                               United States Air Force  
                                  United States National Guard     United States Coast Guard

Dates Served From: \_\_\_\_\_ To: \_\_\_\_\_

Were you honorably discharged?     Yes     No     I have not been discharged

**Additional Information**

Please list any job related professional licenses or certifications obtained, related training, coursework, special skills, or professional membership excluding memberships that identify your race, religion, color, national origin, ancestry sex, disability or veteran status:

**Please read, sign, and submit to the City of Crest Hill.**

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information in this application, on my resume, during interviews or any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand that the City of Crest Hill shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement position, I will be required to comply with the additional Civil Service requirements as set forth in the Illinois Municipal Code, 65 ILCS 5. I further understand that any offer of employment is conditional upon completing all tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the City of Crest Hill neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the City at any time for any reason.

I understand that any offer of employment, either verbal or written, is conditional upon the successful completion of a pre-employment medical physical including drug screening, employment and education verification, background, and reference checks.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

You may email, fax, or mail this signed and completed application to:

The City of Crest Hill  
ATTN: Human Resources  
1610 Plainfield Road  
Crest Hill, IL 60403

[HR@cityofcresthill.com](mailto:HR@cityofcresthill.com)

*Please note applications are only accepted for positions that are currently available. If you have questions, or need assistance please contact the City of Crest Hill at (815) 741-5110.  
The City of Crest Hill is an Equal Opportunity Employer.*

**Voluntary Equal Employment Information**

This form is strictly voluntary and will be kept separate from the application. It will not be used to make any employment decisions and is solely for compliance with equal employment regulations.

Position Applying for: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

Invitation to Self Identify:

Gender:    \_\_\_ Male    \_\_\_ Female

- Race/Ethnicity:    \_\_\_ **Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
- \_\_\_ **White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- \_\_\_ **Black or African American:** a person having origins in any of the black racial groups of Africa.
- \_\_\_ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- \_\_\_ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.