



**VILLAGE OF TINLEY PARK**  
 Incorporated June 28, 1892  
 16250 S. Oak Park Avenue – Tinley Park, IL 60477  
 (708) 444-5000, [www.tinleypark.org](http://www.tinleypark.org)

The Village of Tinley Park is an equal opportunity employer as stated by the Civil Rights Acts of 1964, by Executive Order Numbers 11246 and 11701, and Section 503 of the Vocational Rehabilitation Act of 1973.
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**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 and/or college transcripts 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.

**SECTION 1: PERSONAL INFORMATION**

<b>DATE</b>	<b>POSITION FOR WHICH YOU ARE APPLYING</b>	<b>ARE YOU AT LEAST 18 YEARS OF AGE?</b> ___ YES ___ NO		
<b>APPLICANT'S NAME</b> <i>(Last Name, First Name, Middle Name or Initial)</i>		<b>ARE YOU LEGALLY ELIGIBLE TO WORK IN THE US?</b> ___ YES ___ NO		
<b>PRESENT ADDRESS - Number/Street/Apartment #</b>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
<b>HOME PHONE NUMBER</b>	<b>CELL PHONE NUMBER</b>	<b>PERSONAL EMAIL ADDRESS</b>		
<b>TYPE OF EMPLOYMENT YOU ARE SEEKING</b> ___ FULL-TIME ___ PART-TIME ___ TEMPORARY/SEASONAL		<b>BEST TIME TO CONTACT YOU</b> ___ MORNING ___ EVENING		
<b>SALARY/HOURLY RATE DESIRED</b>	<b>DATE AVAILABLE TO BEGIN WORK</b>	<b>HOW DID YOU HEAR ABOUT POSITION?</b>		
<b>HAVE YOU EVER BEEN EMPLOYED BY THE VILLAGE OF TINLEY PARK? IF SO, PLEASE LIST POSITION(S)/DATES.</b>				

**SECTION 2: EDUCATION, TRAINING, AND EXPERIENCE**

LEVEL/TYPE OF SCHOOLING	SCHOOL NAME AND LOCATION (CITY, STATE)	DID YOU GRADUATE?	DEGREE, MAJOR, AND/OR CONCENTRATION
High School/GED		___ Y ___ N	
College/University		___ Y ___ N	
Post-Graduate School		___ Y ___ N	
Vocational/Technical School		___ Y ___ N	

Do you have any other experience, certificates, licenses, training, qualifications, or skills you believe to be relevant to the position for which you are applying? If so, please explain:

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Please list any professional, trade, business or civic activities, memberships, or offices held which you believe are relevant to the position for which you are applying (you may exclude those which indicate race, color, religion, sex, national origin, age, disability, or other protected status):

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Please list any equipment or machinery relevant to the position for which you are applying that you are capable of operating:

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**SECTION 3: EMPLOYMENT HISTORY**

Please list present and past employment, starting with your most current employer. Use additional sheets if necessary.

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER	
ADDRESS - <i>Number Street Suite City State Zip Code</i>						
POSITION(S) HELD		TYPE OF EMPLOYMENT				
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal				
BRIEF DESCRIPTION OF JOB DUTIES						
DATES EMPLOYED			STARTING AND ENDING SALARY OR HOURLY RATE			
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER	
MAY WE CONTACT EMPLOYER?						
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:						
PLEASE EXPLAIN REASON(S) FOR LEAVING						

COMPANY NAME		TYPE OF BUSINESS			PHONE NUMBER	
ADDRESS - <i>Number Street Suite City State Zip Code</i>						
POSITION(S) HELD		TYPE OF EMPLOYMENT				
		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Seasonal				
BRIEF DESCRIPTION OF JOB DUTIES						
DATES EMPLOYED			STARTING AND ENDING SALARY OR HOURLY RATE			
SUPERVISOR'S NAME		SUPERVISOR'S POSITION			PHONE NUMBER	
MAY WE CONTACT EMPLOYER?						
<input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PLEASE EXPLAIN:						
PLEASE EXPLAIN REASON(S) FOR LEAVING						

<b>COMPANY NAME</b>		<b>TYPE OF BUSINESS</b>		<b>PHONE NUMBER</b>	
<b>ADDRESS -</b> <i>Number</i> <i>Street</i> <i>Suite</i> <i>City</i> <i>State</i> <i>Zip Code</i>					
<b>POSITION(S) HELD</b>			<b>TYPE OF EMPLOYMENT</b>		
			___ Full-Time    ___ Part-Time    ___ Temporary/Seasonal		
<b>BRIEF DESCRIPTION OF JOB DUTIES</b>					
<b>DATES EMPLOYED</b>			<b>STARTING AND ENDING SALARY OR HOURLY RATE</b>		
<b>SUPERVISOR'S NAME</b>		<b>SUPERVISOR'S POSITION</b>		<b>PHONE NUMBER</b>	
<b>MAY WE CONTACT EMPLOYER?</b>					
___ YES    ___ NO - IF NO, PLEASE EXPLAIN:					
<b>PLEASE EXPLAIN REASON(S) FOR LEAVING</b>					

<b>COMPANY NAME</b>		<b>TYPE OF BUSINESS</b>		<b>PHONE NUMBER</b>	
<b>ADDRESS -</b> <i>Number</i> <i>Street</i> <i>Suite</i> <i>City</i> <i>State</i> <i>Zip Code</i>					
<b>POSITION(S) HELD</b>			<b>TYPE OF EMPLOYMENT</b>		
			___ Full-Time    ___ Part-Time    ___ Temporary/Seasonal		
<b>BRIEF DESCRIPTION OF JOB DUTIES</b>					
<b>DATES EMPLOYED</b>			<b>STARTING AND ENDING SALARY OR HOURLY RATE</b>		
<b>SUPERVISOR'S NAME</b>		<b>SUPERVISOR'S POSITION</b>		<b>PHONE NUMBER</b>	
<b>MAY WE CONTACT EMPLOYER?</b>					
___ YES    ___ NO - IF NO, PLEASE EXPLAIN:					
<b>PLEASE EXPLAIN REASON(S) FOR LEAVING</b>					

**SECTION 4: REFERENCES**

Please provide three (3) professional references for which you have known for at least one (1) year.

<b>NAME</b>	<b>COMPANY/TITLE</b>	<b>PHONE NUMBER</b>	<b>EMAIL ADDRESS</b>

**SECTION 5: ADDITIONAL INFORMATION**

Have you ever pled guilty to or been convicted of any crimes, other than minor traffic violations? (Note: Do not include criminal history record information ordered expunged, sealed, or impounded under the Illinois Crime Identification Act.)  YES  NO

If yes, state the nature, date, and location of the crime(s), and the disposition of the case, including any prison term or other sentence imposed:

*(Note: Applicants who have pled guilty to or been convicted of a criminal offense will not automatically be denied employment. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.)*

Have you served or are you currently serving in the United States Armed Forces?  YES  NO

If yes, which branch? \_\_\_\_\_ Number of years served in US Armed Forces: \_\_\_\_\_

Rank upon entrance: \_\_\_\_\_ Rank at discharge: \_\_\_\_\_

Were you dishonorably discharged?  YES  NO

If yes, explain the reasons for and circumstances surrounding the discharge:

*(Note: Applicants who have been dishonorably discharged from military service will not automatically be denied employment. The reasons for the discharge and the surrounding circumstances may, however, be considered.)*

**SECTION 6: 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, current or former employers, armed services, and physicians having medical records pertaining to me, 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 background check, psychological evaluation, and/or medical examination which may be a condition of my initial employment. I give permission for pre-employment test results to be released to the Village.

I understand that my classification as a regular employee depends upon successfully completing the probationary period. I also understand that by typing my name in the space below, it will serve as my electronic signature to this Employment Application. Furthermore, I agree that my electronic signature shall have the same legal effect as my handwritten signature.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Type Name in field above

*The Village of Tinley Park is an equal opportunity employer in all aspects of personnel policies, programs, benefits, practices, and operations. All applicants will receive equal consideration regardless of their race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or other category protected by law. If you are an individual with a disability and require assistance or accommodation related to the application process, please contact the Human Resources Department.*



## APPLICANT EEO DATA SHEET

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**Important – please read carefully**  
To enable the Village of Tinley Park to meet governmental reporting regulations, applicants are requested, but not required, to complete this personal data sheet. This information will be used solely for statistical reporting purposes.  
  
This information will be kept personal and confidential. Your voluntary cooperation is greatly appreciated.

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Last Name                                      First Name                                      Middle Name

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Street Address                                      City                                      State                                      Zip code

\_\_\_\_\_                                       Male                                       Female  
Date of Birth

**Ethnic Categories: Please check one.**

- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
- Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Two or more Races/Ethnicities:** Individuals whose race/ethnicity corresponds to two or more of the categories listed above.