



CITY OF HIGHWOOD

17 Highwood Avenue
Highwood, Illinois 60040
847.432.1924 / 0735 Fax
www.cityofhighwood.com

APPLICATION FOR EMPLOYMENT

Please print clearly. You may also attach a resume after completing this application.

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit Number

City State ZIP

Phone: _____ E-mail Address: _____

Date Available: _____ Social Security Number: _____ Desired Salary: _____

Position Applied For: _____ Full-Time/Part-Time/Seasonal
(Circle One)

Emergency Contact: _____ Phone: _____
(Name)

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you at least 18 years of age? YES NO

Have you ever worked for the City? YES NO If so, when? _____

Have you applied for a job with the City in the past? YES NO If so, when and for which position?

Are any of your relatives employed by the City of Highwood? YES NO If so, list employee name and relationship:

Have you even been convicted of a felony? YES NO If so, explain: _____

Where did you hear about this position? _____

MILITARY EXPERIENCE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

EDUCATION

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

OTHER QUALIFICATIONS

Please list any other experiences, skills, training programs, languages, licenses, other qualifications, etc. which you feel would be relevant to the position that you are applying for:

REFERENCES

Please list three (3) individuals who can comment on you skills and experiences.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

EMPLOYMENT HISTORY

Please list your employment history, starting with the most recent employer first. List all positions held, including part-time, volunteer or seasonal work. Also, indicate and explain any periods of unemployment.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title(s): _____

Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact you previous supervisor for a reference? YES NO

EMPLOYMENT HISTORY (CONTINUED)

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title(s): _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact you previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title(s): _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact you previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title(s): _____
Starting Salary: _____ Ending Salary: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact you previous supervisor for a reference? YES NO

DISCLAIMER AND SIGNATURE

I hereby certify that this application contains no willful misrepresentation or falsification, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that an investigation will be made and if the investigation discloses such misrepresentation or falsification, my application will be rejected. My name will be removed from the eligible list. I will be dismissed from the service, and I will be disqualified from applying in the future for any position under the jurisdiction of the City of Highwood.

Signature: _____ Date: _____