



# CITY OF COUNTRYSIDE

5550 East Avenue  
 Countryside, IL 60525  
 708-354-7270  
[www.countryside-il.org](http://www.countryside-il.org)

## APPLICATION FOR EMPLOYMENT

It is the policy of the City of Countryside to ensure equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, marital/veteran status, disability or any other legally protected status in accordance with all applicable legal requirements. Please type or hand print an answer to every question **in ink**. Incomplete applications may be subject to rejection. In addition to your completed application, you may attach a resume reflecting your work history.

### PERSONAL INFORMATION

Name (Last, First, MI):	Date of Application:
Current Address (include Street, City, and Zip Code):	Home Phone:
	Cell Phone:
	Email Address:

### BACKGROUND INFORMATION

Position applying for: \_\_\_\_\_

Are you seeking (check appropriate): Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Temporary \_\_\_\_\_

Please indicate how you heard about the job you are applying for.  
 Walk-in \_\_\_\_\_ Newspaper \_\_\_\_\_ City Website \_\_\_\_\_ Employee/Relative \_\_\_\_\_

Date available to start employment: \_\_\_\_\_ Expected minimum salary: \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_ No \_\_\_      Are you legally eligible for employment in the U.S.? Yes \_\_\_ No \_\_\_

Do you have a valid Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_

Are you related to any employee of the City of Countryside or an elected official? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, state their name and relationship to you: \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, give position(s) applied for? \_\_\_\_\_

Have you ever been previously employed by the City of Countryside? Yes \_\_\_\_\_ No \_\_\_\_\_  
 When? \_\_\_\_\_ In what position? \_\_\_\_\_

EDUCATION				
Name of school attended & location: (include address, City & State)	Course of study:	Circle last year completed:	Did you graduate?	List degree received:
High School:		9 10 11 12	Yes ___ No ___	
College/ University:		1 2 3 4	Yes ___ No ___	
Graduate School:		1 2 3 4	Yes ___ No ___	
Other (Specify):		1 2 3 4	Yes ___ No ___	

**ADDITIONAL JOB-RELATED QUALIFICATIONS**

Do you hold any certifications and/or licenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to the above, please list:

Please use the space below to summarize any special job-related qualifications, training, (including military or apprenticeship), computer skills, and/or experience which you feel should be considered in reviewing your application.

**EMPLOYMENT HISTORY**

List your last three (3) employers, starting with the most recent, and provide all the information requested. 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.

Are you presently employed? Yes ___	No ___	If yes, may we contact your employer? Yes ___ No ___
Employer:	Address:	
Telephone:	Address:	
Supervisor:	Supervisor's Title:	
Description of Duties:		
Dates Employed: From _____ To _____ (mo/yr) (mo/yr)		Last Salary: _____
		Reason for leaving: _____

Employer:	Address:	
Telephone:	Address:	
Supervisor:	Supervisor's Title:	
Description of Duties:		
Dates Employed: From _____ To _____ (mo/yr) (mo/yr)		Last Salary:
		Reason for leaving:

Employer:	Address:	
Telephone:	Address:	
Supervisor:	Supervisor's Title:	
Description of Duties:		
Dates Employed: From _____ To _____ (mo/yr) (mo/yr)		Last Salary:
		Reason for leaving:

### REFERENCES

Please provide contact information for three (3) business/work references who are not related to you and are not previous supervisors.

Name:	Telephone number:
Company	Years known:
Business relationship:	

Name:	Telephone number:
Company	Years known:
Business relationship:	

Name:	Telephone number:
Company	Years known:
Business relationship:	

**PLEASE READ CAREFULLY  
APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that information contained in the application is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of any facts, as stated or implied, on this application shall be considered sufficient cause for cancellation of my application or termination of employment.

I acknowledge that I have read the above statement and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

My signature below confirms I have read, understand and agree with the above statements.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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



**The City of Countryside is an  
EQUAL OPPORTUNITY EMPLOYER**

# SHIFT PREFERENCE

Please indicate the shift(s) you are available to work.

\_\_\_\_\_ Afternoon: 3pm – 11pm

\_\_\_\_\_ Midnight: 11pm – 7am



Sean R. McDermott  
MAYOR

Elizabeth Kmet  
CITY CLERK

Caryn Stancik  
TREASURER

ALDERMEN  
Mark G. Benson  
John Finn  
James N. Jasinski  
Thomas A. Mikolyzk  
Scott Musillami  
John Von Drasek

## **AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION**

I understand that any background investigation, including physical examination, which may be made, consists of confidential material which will not be released to me. Furthermore, I hereby authorize the City of Countryside, the Countryside Police Department or its agents to contact former employers, review any and all personnel/employment records, and conduct any criminal and credit history inquiries they deem necessary as part of this background investigation. Copies of this authorization may be provided to such employers and said copies may be treated as if they were signed originals.

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Name (Print)

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Signature

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Date