

CITY OF EVANSTON
DEPARTMENT OF HUMAN RESOURCES
2100 RIDGE AVENUE, EVANSTON, ILLINOIS 60201

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT APPLICATION

The City of Evanston is an Equal Opportunity Employer and will upon request provide any necessary accommodation for qualified candidates that are applying for a position in any department within the City of Evanston. To assist in the accomplishment of this goal, we need the following information from you:

Who referred you to the City of Evanston? _____

Agency Name: _____

Newspaper Name: _____

Other (specify): _____

Please circle the appropriate numbers:

1. Male 2. Female
3. **White** (Non Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
4. **Black or African American** (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
5. **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
6. **Asian** (Not Hispanic or Latino) – 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.
7. **American Indian or Alaskan Native** (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
8. **Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
9. **Two or More Races** (Not Hispanic or Latino) – Persons who identify with two or more race/ethnic categories named above.

Under Title I of the Americans with Disabilities Act, (ADA), the City of Evanston will provide an accommodation to any “Qualified Individual with a disability.” Under the ADA, this means that the individual can perform the essential functions of the position that he/she is applying for as outlined on the job announcement and can perform these functions with or without a reasonable accommodation. If an accommodation is necessary at any time throughout the process, it must be requested verbally or in writing to Human Resources staff and in accordance with city policy must allow 48 hours advance notice in the case of testing so that staff may adequately prepare. If there are any questions regarding this policy, they may be directed to the Staff of the Department of Human Resources, its Director, or the City of Evanston’s Disabled Services Specialist, Brian Barnes, at (847) 448-8054.

Please review your application in entirety. If any portion which is required to be completed has been left blank, we may be unable to complete the processing of your application.



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EMPLOYMENT APPLICATION

- Police Officer
- Firefighter/Paramedic

- Telecommunicator
- Service Desk Officer
- Other Civilian Position

Title of Position Applying For: _____

INSTRUCTIONS: Read application thoroughly before providing the requested information. TYPE OR PRINT IN BLACK INK all information required. Fill out this application completely and accurately. All statements in your application are subject to verification. False, inaccurate or incomplete information may subject you to disqualification or dismissal from the City. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify the additional information by question number. You may attach additional pages if needed. For any question that does not apply, use 'DNA' as your answer. Do not leave blanks.

1. Name: _____
Last First Middle

2. List any other names, aliases you have used, or been known by, including maiden name if applicable:

Last First Middle

3. Home Address: _____
Number/Street City

State Zip Code County of Residence

4. Home Phone (include area code): (_____) _____

5. Work Phone (include area code): (_____) _____

6. Social Security Number: _____ - _____ - _____

7. Date of Birth: _____
Month Day Year

8. Age as of application date: _____

Police Officer, Firefighter/Paramedic, Telecommunicator, and Service Desk Officer applicants must attach a certified copy of birth certificate to this application. Police Officer Applicants must be between the ages of 21 and 35 unless currently employed as a Police Officer. Firefighter/Paramedic Applicants must be between the ages of 21 and 34 unless currently employed as a Firefighter/Paramedic.

9. Sex: Male Female

10. Are you a United States Citizen? Yes No If yes, Native Born or Naturalized?
 If you are a naturalized citizen, please provide Certification Number: _____

11. _____
Driver's License Number State Issued By Expiration Date Classification

12. Have you ever been convicted of a crime other than a parking violation? Yes No
 If you answered yes, please provide information which explains the date, location, and nature of the offense:

13. Have you ever been employed by the City of Evanston in any capacity? Yes No
 If you answered yes, please provide information which explains the dates of employment, job title, department and supervisor:

14. EDUCATION

School	Name of School/Address	Dates Attended		Graduate Y/N # Credit Hours	Academic Responsibility
		From	To		
High School*				<input type="checkbox"/> Yes <input type="checkbox"/> No # Credit Hours:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
College**				<input type="checkbox"/> Yes <input type="checkbox"/> No # Credit Hours:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Vocational/ Business**				<input type="checkbox"/> Yes <input type="checkbox"/> No # Credit Hours:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Other/Higher Education**				<input type="checkbox"/> Yes <input type="checkbox"/> No # Credit Hours:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

*Attach High School Diploma **Attach Transcripts
Police Officers must attach HS Diploma and College Transcripts.
Telecommunicators, Service Desk Officers, and Firefighter/Paramedics must attach HS Diploma.

15. List any professional licenses or certificates you currently hold, including state certification as a law enforcement officer, paramedic, etc. _____

16. Have you ever served in any branch of the United States Military? Yes No
 If you answered yes, please list the branch, service serial number, highest rank held, and rank at discharge. Also provide a copy of your DD-214. _____

17. Are you now or were you ever a member of any branch of the United States Reserve forces: Yes No
 If you answered yes, please list status (active or inactive), the branch, unit, rank, address of branch and dates of service.

18. EMPLOYMENT HISTORY

List all jobs you have held for the last ten years, including periods of unemployment. Put your present or most recent job first. Include military service in proper time sequence; include temporary or part-time or volunteer jobs.

1) Employer: _____ Telephone #: (____) _____ From _____ To _____
Month/Year Month/Year

Address: _____

Supervisor's Name and Title: _____ Full Time Part Time

Your Title: _____ Type of Business: _____

Your Duties: _____ Salary Per Month: _____

Reason for Leaving: _____

2) Employer: _____ Telephone #: (____) _____ From _____ To _____
Month/Year Month/Year

Address: _____

Supervisor's Name and Title: _____ Full Time Part Time

Your Title: _____ Type of Business: _____

Your Duties: _____ Salary Per Month: _____

Reason for Leaving: _____

3) Employer: _____ Telephone #: (____) _____ From _____ To _____
Month/Year Month/Year

Address: _____

Supervisor's Name and Title: _____ Full Time Part Time

Your Title: _____ Type of Business: _____

Your Duties: _____ Salary Per Month: _____

Reason for Leaving: _____

4) Employer: _____ Telephone #: (____) _____ From _____ To _____
Month/Year Month/Year

Address: _____

Supervisor's Name and Title: _____ Full Time Part Time

Your Title: _____ Type of Business: _____

Your Duties: _____ Salary Per Month: _____

Reason for Leaving: _____

Indicate by number any of the above employers whom you do not wish us to contact at this time: _____

19. REFERENCES

List below the names of 5 persons, not related to you, whom you have known for at least one year. The City reserves the right to contact the references at any time.

Name	Address	Home Phone	Business Phone	Cell Phone

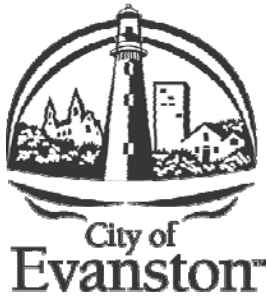
20. Are you currently a: Police Officer Paramedic/Fire Fighter Telecommunicator
(Attach verification)

21. Have you ever been a law enforcement officer, telecommunicator or firefighter or held a similar position? Yes No
If you answered yes, please list the location, dates of employment and reason for leaving: _____

22. Explain your reason for applying for this position: _____

I hereby certify that there are no willful misrepresentations or falsifications in this application, and all my answers are true and correct to the best of my knowledge and belief. I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

Date Your Signature



Attention Police Officer Applicants:

In order for your application packet to be complete upon submission you must include the following documents:

- Copy of your Birth Certificate
- Copy of your High School Diploma
- Copy of college transcripts containing at least 60 hours of credit
- Copy of your Driver's License

If you have military experience or if you are already a Certified Law Enforcement Officer in the State of Illinois, please attach your DD-214 and/or your Illinois Certification.

Submission of additional documents is allowed but not required.