

# **City of East Chicago**

Employment Application



## **Anthony Copeland, Mayor**

Human Resources Department  
4525 Indianapolis Blvd.  
East Chicago, Indiana 46312  
(219) 391-8479 or (219) 391-8229  
Fax (219) 397-5755

**We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.**

# APPLICATION FOR EMPLOYMENT

(All applications MUST be printed in ink.)

## GENERAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Phone # (     ) \_\_\_\_\_

Date available to work? \_\_\_\_\_ Work Desired? \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_ Yes \_\_\_ No Do you have a valid Chauffeur's License? \_\_\_ Yes \_\_\_ No

U.S. Citizen? \_\_\_ Yes \_\_\_ No List any foreign languages you speak \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked for the City of East Chicago? \_\_\_ Yes \_\_\_ No

If yes, when? \_\_\_\_\_ Which Department? \_\_\_\_\_

List jobs held. Start with present to last job \_\_\_\_\_

\_\_\_\_\_

## EDUCATION AND TRAINING

**Circle highest grade completed**     1   2   3   4   5   6   7   8   9   10   11   12

College     1   2   3   4    Graduate School     1   2   3   4

Name of High School \_\_\_\_\_

College \_\_\_\_\_

Technical, Trade or other school \_\_\_\_\_

Explain any skill, experience or qualifications you feel apply to work desired: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Employer:	Dates
	From / To
Address:	
Job Title:	Hourly Rate / Salary
Work Performed:	Starting / Final
Supervisor:	
Reason for Leaving:	

Employer:	Dates
	From / To
Address:	
Job Title:	Hourly Rate / Salary
Work Performed:	Starting / Final
Supervisor:	
Reason for Leaving:	

Employer:	Dates
	From / To
Address:	
Job Title:	Hourly Rate / Salary
Work Performed:	Starting / Final
Supervisor:	
Reason for Leaving:	

## MILITARY RECORD

Are you a Vietnam Veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No      Type of Discharge \_\_\_\_\_  
Branch of Service \_\_\_\_\_ Service Dates \_\_\_\_\_ to \_\_\_\_\_  
Rank Attained \_\_\_\_\_ Type of Work \_\_\_\_\_  
Special education/training \_\_\_\_\_

## CERTIFICATION

### **Equal Employment Opportunity**

*The City of East Chicago is committed to providing equal employment opportunities for all applicants and employees. Applicants and employees shall be treated fairly and equally. Employment decisions will comply with all applicable state and federal employment discrimination laws and made without regard to race, color, gender, genetic information, sex, sexual orientation, religion, national origin, age, disability, veteran's status, political affiliation, or citizenship.*

### **Applicant Acknowledgement**

*I hereby authorize the City of East Chicago to verify all information included in this application. I release all parties, including but not limited to the City of East Chicago, its agents, my prior employers and references, from any liability for any damage that may result from furnishing information concerning me, or my employment or educational history. I understand that falsified, misrepresented or incomplete information or omission of facts in this application will result in exclusion from consideration for employment or dismissal from employment if hired.*

*I acknowledge that all offers of employment are subject to the successful completion of a drug/alcohol test and a criminal background check.*

*I understand and acknowledge that if I am offered and accept employment with the City of East Chicago, my employment will be considered at-will unless the position is represented by collective bargaining. No employment is for a definite period of time, and may be terminated with or without cause. I further understand that this application for employment is not a contract or offer of employment.*

Signature \_\_\_\_\_ Date \_\_\_\_\_