

CITY OF CHICAGO JOB APPLICATION



City of Chicago
Richard M. Daley, Mayor

Department of Human Resources
Jacqueline P. King, Commissioner

Service Center
City Hall – Room 100
121 North LaSalle Street
Chicago, Illinois 60602 Voice:
312-744-4976
TTY: 312-744-2563
Job Hotline: 312-744-1369

Administrative Offices
City Hall – Room 1100

Box Below for Human Resources Use Only

QUALIFIED

NOT QUALIFIED

Comment: _____

Scored By: _____

Date Scored: ____ / ____ / ____

If you are disabled and require a reasonable accommodation to file your application, please contact the City of Chicago, Department of Human Resources at 312-744-4976. You will be required to provide information regarding your request.

Please Read and Sign

By signing this document I affirm that all of my statements on this form are true and complete. I understand that any falsification or omission of information may result in my disqualification and/or termination of employment, and is punishable as perjury as well as a violation of Municipal Code of Chicago 2-74-090, which provides for a fine of up to \$500 and six (6) months imprisonment.

I also understand that Municipal Code of Chicago 2-152-150 prohibits the hiring of anyone who owes any debt to the City of Chicago.

I further understand that Municipal Code of Chicago 2-152-340 requires all City of Chicago employees to be actual residents of City of Chicago.

Applicant Signature _____

Date Submitted
____ / ____ / ____

GENERAL INFORMATION

Please print. All information must be legible.

Job Title _____			
Exam/Ad Number _____			
Name (Last, First, and Middle Initial) _____		Social Security Number _____	
Present Address (Include apartment number, if any) _____			Home Telephone _____
Present City _____	State _____	ZIP _____	Other Telephone _____

Part A. EDUCATION AND TRAINING

Are you a high school graduate or equivalent (G.E.D. Certificate)? <input type="checkbox"/> NO <input type="checkbox"/> YES	Name of School: _____
If "NO", what was the highest grade you completed? _____	City/State: _____

List below each college or university you have attended. Accurately record dates and credit received.

College/University and Location	Dates Attended From and To	Credits Earned		Major(s)	Degree Type	Degree Date
		Quarter	Semester			
1 _____	/					
2 _____	/					
3 _____	/					

List below any trade or commercial school, apprenticeship or other special program(s) you have successfully completed.

School Name and Location	Dates Attended From and To	Credits Earned		Subject(s)	Award Type	Award Date
		Quarter	Semester			
1 _____	/					
2 _____	/					

(CONTINUED ON THE BACK SIDE)

Do you have a Driver's License? <input type="checkbox"/> NO <input type="checkbox"/> YES	List any other special license or certificate you hold (and attach a copy). _____
State of Issue: _____	State or Country of Issue: _____
Expiration Date: ____/____/____	Date Received: ____/____/____
Class: _____ Type: _____	Registration #: _____
Endorsement(s): _____	Expiration Date: ____/____/____

Other than English, list your foreign language communication skills.

List the language, followed by your ability in each of the languages: **E**=Excellent **F**=Fair **P**=Poor

Language: _____ Speak: _____ Read: _____ Write: _____ Understand Spoken: _____

Language: _____ Speak: _____ Read: _____ Write: _____ Understand Spoken: _____

Part B. WORK EXPERIENCE

This section must be completed even if you are submitting a resume.

Have you ever worked for the City of Chicago? NO YES*

(If "yes", list City employment, including department(s), first.) _____

1. Employer Name		Employer's Address	Employer's Phone Number	
Your Title	Months & Years Employed in this Position From ____/____/____ To ____/____/____		Total Length of Employment ____ years ____ months	Average Hours ____/Week
Immediate Supervisor's Name	Reason for Leaving	Last Salary	Number of Employees Supervised	

Specific Duties:

2. Employer Name		Employer's Address	Employer's Phone Number	
Your Title	Months & Years Employed in this Position From ____/____/____ To ____/____/____		Total Length of Employment ____ years ____ months	Average Hours ____/Week
Immediate Supervisor's Name	Reason for Leaving	Last Salary	Number of Employees Supervised	

Specific Duties:

3. Employer Name		Employer's Address	Employer's Phone Number	
Your Title	Months & Years Employed in this Position From ____/____/____ To ____/____/____		Total Length of Employment ____ years ____ months	Average Hours ____/Week
Immediate Supervisor's Name	Reason for Leaving	Last Salary	Number of Employees Supervised	

Specific Duties:

If you need more space, make a copy of this sheet or put the information on a separate sheet and attach it to this form.

Part C. SUPERVISORY EXPERIENCE

Briefly describe any related supervisory experience you have, including job titles and dates.

Part D. PERSONAL COMPUTER ABILITY / EXPERIENCE

For applicants applying to any computer, data or word processing related job titles.

1. Briefly list **Computer Platforms** you can use:

- Microsoft Windows _____ Years
- Macintosh _____ Years
- Linux / Unix _____ Years
- Mainframe _____ Years
- Other: _____ Years

2. List **Software** you can use:

- Microsoft Word _____ Years
- Microsoft Excel _____ Years
- Microsoft Visio _____ Years
- Microsoft Access _____ Years
- Adobe Graphics / Web Design Packages _____ Years
- Business Objects _____ Years
- ArcGIS 9.2 _____ Years

3. List other **Software** not mentioned in #2 that you can use:

4. Total computer work experience: _____ Years

5. Out of the total work experience listed in #4, how much was spent performing the following tasks:

- Word Processing = _____ Years
- Microsoft Word = _____ Years
- Data Processing = _____ Years
- Programming / Analysis = _____ Years
- Java = _____ Years
- Database Design / Administration = _____ Years
- Oracle _____ Years
- Microsoft Access _____ Years
- Data Warehousing / Business Intelligence = _____ Years
- Business Objects = _____ Years
- Graphic Design = _____ Years
- Web Design = _____ Years
- Network Architecture = _____ Years

TYPING ABILITY / EXPERIENCE

(For Applicants to **Secretarial** or **Typing** related job titles.)

If you are selected by a City department for consideration for an interview, you may be required to take and pass a typing test.

Please give us an accurate estimate of your typing speed.

Your Typing Speed: _____ WPM

Part E. ADDITIONAL INFORMATION

How did you hear about this position?
Check all that apply.

- City of Chicago Website
- University/College
- Newspaper
- Professional Association Newsletter
- Online Job Board
- Career Fair
- Other: _____

CITY OF CHICAGO EQUAL EMPLOYMENT OPPORTUNITY FORM



City of Chicago
Richard M. Daley, Mayor

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To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Inclusion or exclusion of any affirmative action data will not adversely affect any employment decision.

GENERAL INFORMATION

Please print. All information must be legible.

Job Title _____

Exam/Ad Number _____

Name (Last, First, and Middle Initial) _____

Sex

Female

Male

RACE AND ETHNIC IDENTIFICATION

This information is requested to comply with Federal EEO Guidelines. Select one of the following categories currently used by the United States Equal Employment Opportunity Commission.

Hispanic or Latino

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander

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.

Asian

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.

American Indian or Alaskan Native

American Indian or Alaska 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.

Two or More Races

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Applicant Signature _____

Date Submitted

____ / ____ / ____

THANK YOU FOR APPLYING TO THE CITY OF CHICAGO