



# OFFICE OF THE COOK COUNTY ASSESSOR

## EMPLOYMENT APPLICATION Human Resources Generalist

Please type or print legibly

Name (Last)		(First)	(Middle)	E-mail	
Address (House Number, Street, Apt. Number)				Home Telephone ( )	
City	State	County	Zip	Cell Telephone ( )	
Do you have the legal right to work in the USA according to the regulations of the immigration and Naturalization Service? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you served in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	Branch of Service	Dates of Service	Rank at Discharge	Type of Discharge	
Driver's License Number	State of Issue	How did you become aware of this job opportunity?			
Name of any Cook County Assessor's Office employees with whom you are acquainted or related. If related, please state how you are related.					

When are you available if selected for this Position? \_\_\_\_\_

### EDUCATION

Name and location of school	Years Attended	Area of Study	Diploma/Degree Received	Final G.P.A.
High School or G.E.D.	From:	X		X
	To:			
College, University or Technical School	From:			
	To:			
Graduate School	From:			
	To:			

If you have not received your degree, when do you expect to graduate? \_\_\_\_\_

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

**EDUCATION, continued**

Did you receive any honors or awards? If so, please list:	
Do you <i>proficiently</i> speak any language other than English? If so, please list:	
Do you have any Special Skills or Technical Abilities? If so, please list:	
Do you have any Professional Designation? If so, please list:	

**EMPLOYMENT HISTORY**

(List most recent/present job first)

Company Name	Phone Number	Dates Employed From:            To:	Job Title
Address		Starting Monthly Salary	Describe your Duties:
Supervisor Name and Title		Last Monthly Salary	
Another person familiar with your work (Name and Title)		Reason for Leaving	
May we contact your current employer?			

Company Name	Phone Number	Dates Employed From:            To:	Job Title
Address		Starting Monthly Salary	Describe your Duties:
Supervisor Name and Title		Last Monthly Salary	
Another person familiar with your work (Name and Title)		Reason for Leaving	

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

EMPLOYMENT HISTORY, continued

Company Name	Phone Number	Dates Employed From:            To:	Job Title
Address		Starting Monthly Salary	Describe your Duties:
Supervisor Name and Title		Last Monthly Salary	
Another person familiar with your work (Name and Title)		Reason for Leaving	

QUALIFYING QUESTIONS

- 
1. Do you possess a Bachelor's Degree from an accredited college or university?  Yes  No
- 
2. Do you have at least three (3) years of full time paid experience as a human resources generalist in the public or private sector?  Yes  No
- 
3. Do you have at least one (1) year of experience with a full cycle recruiting process, including performing all of the following tasks at some point in time: (1) drafting job postings, (2) reviewing applications to identify qualified applicants for possible interviews, (3) facilitating or conducting interviews, and (4) onboarding new employees?  Yes  No
- 
4. Do you possess experience with Microsoft Word and Excel?  Yes  No
- 
5. Do you have at least one (1) year of experience using Human Resources Information Systems (HRIS)?  Yes  No
- 
6. Do you possess a PHR or SHRM-CP Certification?  Yes  No
- 

**To be considered for employment, your application materials must explain how you meet the minimum qualifications, and if applicable, preferred qualifications for the position as listed above.**

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

Employment Statement:

I voluntarily consent to a thorough investigation of my past employment and activities. I give the Office of the Cook County Assessor, Cook County or any of its agents the right to investigate my background and I release from all liability and responsibility all persons, companies or corporation supplying such information.

If a conditional job offer has been made to me, I consent to any medical examination required by the Office of the Cook County Assessor, or Cook County to determine my ability to perform the duties of my job, if requested. Further, if hired, I consent to any medical examination required by the Office of the Cook County Assessor, or Cook County to determine my ability to perform the duties of my job if such an examination is based on factors that are job related and consistent with business necessity.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the Office of the Cook County Assessor, or Cook County to continue to employ me, and that employment is at will and may be terminated by either party, for any lawful reason, at any time.

I understand further that any incomplete, false or intentionally misleading answers or statements made by me in the application, in response to the Qualifying Questions or in connection with the above-mentioned investigation will be sufficient grounds for discharge.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

The Office of the Cook County Assessor is an Equal Opportunity Employer which hires and promotes based on applicant qualifications and merit. Any violation of this policy should be reported to the Legal Department at 312-603-7528.

The use of political factors as a condition of employment for the above job opportunity is *prohibited*. Any violation of this policy should be reported to the Assessor's Compliance Administrator at 312-603-8820.

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

The office prohibits any discrimination against any applicant or employee on the basis of race, color, age, sex, national origin, disability, or any other characteristic prohibited by law.

In order to help us comply with government record keeping, reporting, and other requirements, please provide the following information. Note that this information is provided on a strictly voluntary basis and refusal to participate will not subject the applicant or employee to any adverse treatment. The data is for analysis and EEO purposes only and will be used only in accordance with appropriate government regulations. The data will be kept in a Confidential File separate from the Employment Application.

Please check all items below that apply to you:

Female

Male

American Indian or Alaskan Native

Asian or Pacific Islander

Black (not of Hispanic origin)

Hispanic

White (not of Hispanic origin)