

# Application for Employment --PLEASE PRINT



Date of Application     /    /    

Position (s) Applied For \_\_\_\_\_

Type of employment desired?    Full Time    Part Time    Temporary    Seasonal    Internship

Referral Source    Newspaper Ad \_\_\_\_\_    Website \_\_\_\_\_    Walk-in

Private Employment Agency    Employee    Relative    Friend

Name of Source \_\_\_\_\_    Other \_\_\_\_\_

Name

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address if different \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Area Code \_\_\_\_\_ Area Code \_\_\_\_\_

Preference:    Home Phone    Cell Phone   Best time/day to reach you? \_\_\_\_\_

May we contact you at work? .....  YES    NO

If yes, work number and best time to call ..... ( \_\_\_\_\_ ) \_\_\_\_\_  
Area Code \_\_\_\_\_ Time \_\_\_\_\_

Email address: \_\_\_\_\_

Have you filed an application here before? .....  YES    NO

If yes, when? .....     /    /    

Have you ever been employed here before?.....  YES    NO   If yes, give dates     /    /     To     /    /    

Are you legally eligible for employment in this county? .....  YES    NO  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work .....     /    /    

Are you on lay-off and subject to recall? .....  YES    NO

Will you travel if job requires it? .....  YES    NO

Are you able to meet the requirements of the position? .....  YES    NO

Will you work overtime if required? .....  YES    NO

Have you ever been bonded? .....  YES    NO

**Employment History** --List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer #1	Telephone (      )	Dates Employed		Summarize the work performed and job responsibilities
		From	To	
Address				

Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
<b>Employer #2</b>	Telephone ( )	<b>Dates Employed</b>		<b>Summarize the work performed and job responsibilities</b>
Address		From	To	
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
<b>Employer #3</b>	Telephone ( )	<b>Dates Employed</b>		<b>Summarize the work performed and job responsibilities</b>
Address		From	To	
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
<b>Employer #4</b>	Telephone ( )	<b>Dates Employed</b>		<b>Summarize the work performed and job responsibilities</b>
Address		From	To	
Job Title				
Immediate Supervisor and Title				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments (including explanation of any gaps in employment). \_\_\_\_\_

**Skills and Qualifications**-- Summarize special skills and qualifications acquired from employment or other experiences.

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**Educational Background** -- List the last three (3) schools attended, *starting with the most recent.*

School	Years Completed	Degree/Diploma	GPA/Class Rank	Major	Minor

**References**--List three (3) professional references who are *not* related to you.

Name and Relationship	Telephone	Years Known
	(     )	
	(     )	
	(     )	

**Professional, trade, business, or civic associations**-- (Exclude membership which would reveal sex, race, religion, national origin, color, age, disability or other protected status.)

Organization	Offices Held

**Accomplishments and /or Awards**-- (Exclude information which would reveal sex, race, religion, national origin, color, age, disability or other protected status.)

List any additional information you would like us to consider. \_\_\_\_\_

- It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and / or separation from the employer's service if I have been employed.
- I give the Employer the right to investigate and to secure additional information about me such as academic, achievement, employment, attendance, performance, disciplinary, background checks, references, criminal history records, etc., 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.
- I waive any right that I may have pursuant to the Illinois Personnel Record Review Act to written notice from former or current employers before they release information to Grundy County.
- The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
- Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).
- I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.
- I hereby authorize all previous employers and all references to release any relevant information to Grundy County.

Signature of Applicant \_\_\_\_\_ Date     /     /