

Application for Employment

United City of Yorkville

EQUAL OPPORTUNITY EMPLOYER
800 Game Farm Road Yorkville, IL 60560
630-553-4350 Phone 630 553-7575 Fax

We recruit, hire, and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, or disability. Individuals with disabilities who need assistance completing this application can contact the HR department to arrange suitable accommodations.

Name (Last, First, Middle)	Date	
Address		
City	State	Zip Code
Home Phone ()	Cell ()	

Can you provide proof of authorization to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Position(s) applying for:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time		
Referred by	<input type="checkbox"/> Ad	<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Other

Have you ever filed an application with us before?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date _____		
Have you ever been employed with us before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date _____		
Do you have a valid driver's license?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do any of your friends or relatives, other than spouse, work here?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently employed?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your present employer?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date available for work ___ / ___ / ___	What is your desired salary range? _____	

Education

This section needs to be completed regardless if it is listed on your resume.

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Trade Schools or Certifications)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicated race, color, religion, gender, national origin, disabilities or other protected status.
 This section needs to be completed regardless if it is listed on your resume.

1.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate / Salary		
Supervisor	Starting	Final	
Job Title			
Reason for Leaving			

2.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate / Salary		
Supervisor	Starting	Final	
Job Title			
Reason for Leaving			

3.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate / Salary		
Supervisor	Starting	Final	
Job Title			
Reason for Leaving			

4.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate / Salary		
Supervisor	Starting	Final	
Job Title			
Reason for Leaving			

Additional Information

Specialized Skills (Check Skills/Equipment Operated)

<input type="checkbox"/> Typing WPM _____	<input type="checkbox"/> Microsoft Word	Machinery (list)
<input type="checkbox"/> Shorthand WPM _____	<input type="checkbox"/> Microsoft Excel	_____
	<input type="checkbox"/> Microsoft Outlook	_____
	<input type="checkbox"/> Microsoft PowerPoint	_____
	<input type="checkbox"/> Internet	

Have you been convicted of a felony in the last seven years? (A conviction will not necessarily bar you from employment. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed.) Yes No

References (2 professional references required)

Name	Address	Phone Number	Relationship
			Professional
			Professional
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal

Applicant's Statement

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date