

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 | | | Date |
| _____ | | | |
| Address | _____ | | |
| _____ | | | |
| City | State | Zip Code | |
| _____ | | | |
| Home Phone () | | Cell () | |
| _____ | | | |
| Email Address | _____ | | |
| _____ | | | |

| | | | | | |
|---|------------------------------------|---------------------------------------|---------------------------------|-----------------------------------|---------------------------------|
| 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"/> City Website | <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 you present employer?..... | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Date available for work ___ / ___ / ___ | What is your desired salary range? _____ | |

Education

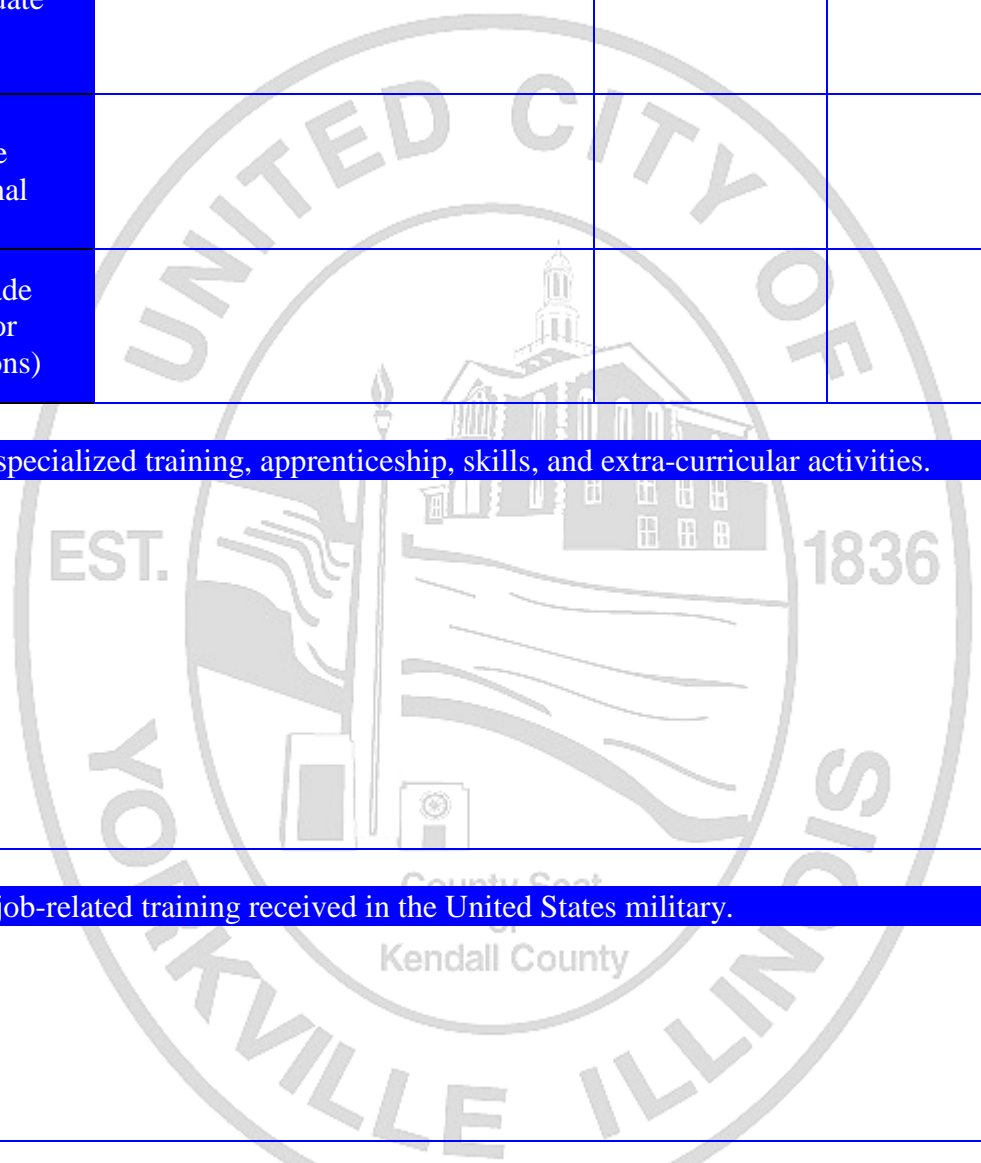
This section needs to be completed regardless if it is listed on your resume.

| | 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.

EST. 1836

YORKVILLE ILLINOIS



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

County Seat
Kendall County

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 | | |
| Job Title | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | | | |

2.

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

3.

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

4.

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

Additional Information

Specialized Skills (Check Skills/Equipment Operated)

- Typing
WPM _____
- Shorthand
WPM _____

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Internet

Machinery (list)

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