

Application for Employment

United City of Yorkville

EQUAL OPPORTUNITY EMPLOYER

651 Prairie Pointe Drive 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, pregnancy, pregnancy related medical conditions, or disability. Individuals with disabilities who need assistance completing this application can contact the HR department to arrange suitable accommodations.

Name	Date	
<hr/>		
Address		
<hr/>		
City	State	Zip Code
<hr/>	<hr/>	<hr/>
Home Phone ()	Cell ()	
<hr/>		
Email Address		
<hr/>		

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

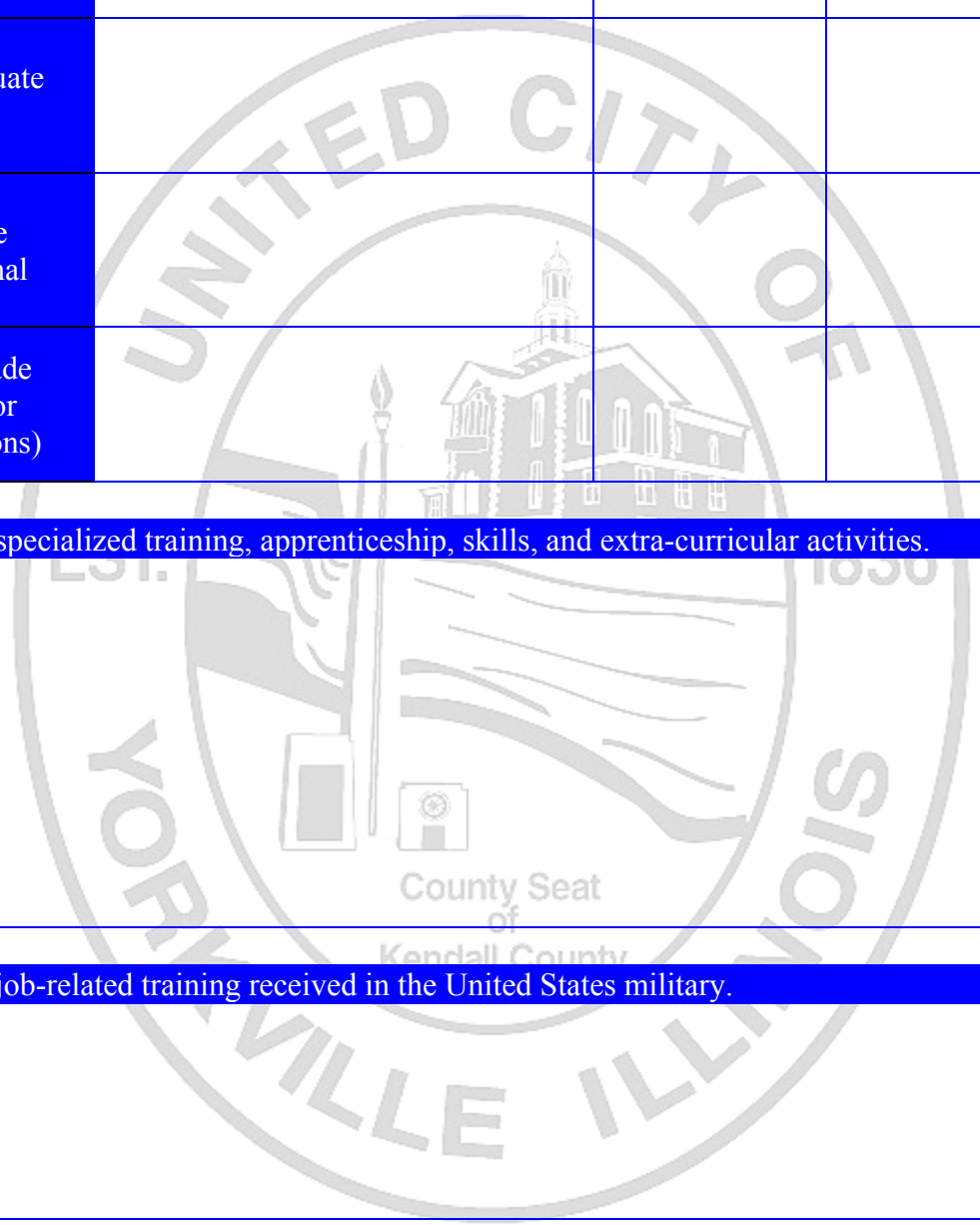
Have you ever filed an application with us before?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date ____ / ____ / ____		
Have you ever been employed with us before?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, give date ____ / ____ / ____		
Are you currently employed?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, <input type="checkbox"/> Full time <input type="checkbox"/> Part time		
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.



County Seat
of
Kendall County

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)			
Job Title			
Supervisor			
Reason for Leaving			

2.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

3.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

4.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

Additional Information

Specialized Skills – List Skills & Equipment Operated

Have you ever been convicted of a felony that has not been expunged or sealed? ☐ Yes ☐ No

A conviction alone will not necessarily bar you from employment; we review these issues on a case-by-case basis to determine if a conviction record is job related. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed, including expunged juvenile records and related information.

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