

# Employment Application



www.williamsoncountyil.gov

Date:

Name:

Address:

State/Province:

Zip/Postal Code:

Home Phone:

Cell Phone:

Positions Applied for:

Salary Desired:

Hours Available to Work:

Full-Time  Part-time  Full or Part-time

When available to begin work?

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime:  yes  no

If yes, please explain

Do you have a drivers license?  yes  no

State of issue:

Have you had any accidents in the past 3 years?  yes  no

How many?

Do you had any moving violations in the past 3 years?  yes  no

How many?

Skills:

Typing:

Applications (list all that apply):

Other Skills:

## Previous Employment (list up to 2)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

May we contact your employer:  yes  no

## 2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:  To:

Salary:

From:  To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

May we contact your employer:  yes  no

### Please list 2 references other than relatives and previous employers

Name	<input type="text"/>	<input type="text"/>
Position	<input type="text"/>	<input type="text"/>
Company	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Please Read Carefully: If you have any questions regarding the application, this statement or have need of special assistance in regard to applying for this position, please see the person of this organization who is assisting you with this application.

This organization does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and this Organization. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, this Organization reserves the right to terminate your employment at any time and for any reason.

When processing this application, Organization may request a criminal, police or credit background check about you. In addition to background checks, this Organization may contact past employers listed in this application regarding the statements made herein and your suitability for employment. The inquiry may include information as to your general character, reputation and work-related characteristics. You have the right to make a written request to the Human Resources Department of the is Organization to disclose to you the content of these reports.

Also note that should you become employed by this Organization, this Organization may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge and that any misrepresentations or omissions by you may be the cause for rejection of your application, or may be cause for subsequent dismissal if you are hired.

Signature Field