



APPLICATION FOR EMPLOYMENT

**City of Earlville
210 W Railroad Street
PO Box 98
Earlville, IL 60518**

This application will evaluate your suitability for employment with the City of Earlville. It is not an employment contract. It is the policy of the City of Earlville to afford equal employment opportunity to all applicants, without regard to race, sex, marital status, creed, national origin, age, sexual orientation or disability or other protected group status. All applicants for employment are recruited, selected, and employed on the basis of individual merit and ability concerning positions being filled. Should any applicant require a reasonable accommodation in the application process, contact the Deputy Clerk at 815-246-9588 or deputyclerk@earlvilleil.org for assistance. Be advised that as part of the applicant review process, the decision maker may conduct online research regarding the applicant with all appropriate equal employment opportunity guidelines. Such research may include, but not be limited to, review of information available to the public on social networking sites and electronic search engines. Additional testing of job-related skills, mental/physical abilities, physical condition, and for the presence of controlled substances may be required prior to and during employment.

Date _____

Name _____
(Please print clearly) First Middle Last

Home Telephone No. _____

Present Address _____
No. Street City State Zip

How long have you lived there? _____

Position applied for: _____

Driver's License No. _____
(if required for position)

Are you over the age of 18? Yes No If hired, can you furnish proof of age? Yes No

If employed and you are under the age of - 16, can you furnish a work permit? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 Yes No (Proof of citizenship or immigration status will be required upon employment.)

Are you currently on a lay-off or subject to recall? Yes No

If you are offered employment, on what date would you be available for work? _____

Are you available for work: Full Time Part Time Occasional Nights Temporary

Can you travel if a job requires it? Yes No Are you eligible to accept IMRF, if applicable? Yes No

Have you worked previously for the City of Earlville? Yes No If yes, when? _____

Name of relatives employed by the City of Earlville: _____

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes No

Have you ever used any names other than those shown above? Yes No
If yes, please list: _____

If you served in the military please provide a copy of your DD-214 or DD-215.

Have you been convicted of any crime other than misdemeanor traffic or ordinance violations within the last 7 years?
 Yes No (You are not obligated to disclose any juvenile records of adjudication, arrests or convictions which have previously been expunged. A conviction will not necessarily disqualify you from employment. Expunged juvenile records will not be considered for employment decisions.)
If yes, please explain:

EDUCATION

Type of School	School Name and Address	Did you Graduate?	Major (Include minor or emphasis if applicable)	Degree/ Certificate/ License
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending	n/a	n/a
College		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending		
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending		
Business or Trade School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently attending		

ADDITIONAL QUALIFICATIONS

Please share any additional information regarding your experiences and skills as it relates to the position you are applying for.

Applicable high school or college related activities (ex. clubs, offices held, etc.)

Special accomplishments (ex. awards, school honors, professional recognition, etc.)

List your experience with computers or equipment related to this position (ex. software programs, typing speed, office equipment, machinery, etc.)

Additional information (ex. involvement in professional organizations, additional training certifications, etc.)

Attach copies of any training certificates, professional licenses, diplomas etc. to the application.

PREVIOUS EMPLOYMENT (List last employer first and follow)				
Date (Month & Year)	1-Company 2-Address	1-Type of Industry 2-Job Title	1-Name of Supervisor 2-Reason for Leaving	1-Phone Number 2-May We Contact?
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No

REFERENCES

References (Not Relatives)	Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

This application is not an offer, promise, or contract of employment, either expressed or implied. All employees are "at will" employees, which means that employees can terminate the employment relationship at any time, for any or no reason. The City of Earlville reserves the same right. The City of Earlville will not, and employees should not, interpret any verbal or written statement, policies, practices, or procedures as altering their "at will" status.

All applications will be kept confidential.

I certify that the information provided is complete and true to the best of my knowledge and belief. I understand that false or misleading statements in this application may result in rejection of my application or termination of employment and benefits. I authorize the City of Earlville and/or its agents, including consumer reporting bureaus, to verify any of this information.

Date _____ Signature _____

Interviewed by _____ Date _____

An offer of employment is contingent upon applicant providing the necessary proof of citizenship or legal authorization to work in the U.S. by completing Form I-9.