

Date Received: _____
(For Office Use only)

City of Le Roy
207 South East Street
Le Roy, Illinois 61752

Application for Employment

1. You must fully and accurately complete this Application for Employment. Incomplete applications will not be considered.
2. This Application for Employment will be inactive after one hundred eighty (180) days. If you want to be considered after the time, you must complete a new Application for Employment.

Date of Application: _____

Position(s) Applying For: _____

General Information

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Prior Address: _____
Street City State Zip

Telephone: _____
Home Work

Cell Phone

Drivers License Number: _____ State _____

Date Available for Work: _____

Referred by: _____

General Information Continued

Were you previously employed by the City of Le Roy?

Yes No

If yes:

Position _____

Department _____

Supervisor _____

Dates Employed _____

In case of emergency notify _____

Name Address Phone

Can you verify that you are at least eighteen (18) years of age, and if applying for a police officer position can you verify that you are at least twenty-one (21) years of age?

Yes No

If you are hired can you supply proof of a valid driver's license?

Yes No

If you are hired, can you supply the required documentation to verify your lawful right to work in United States?

Yes No

If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued?

Yes No

Have you ever been convicted of a felony?

Yes No

If yes, please explain

General Information Continued

If applying for a police officer position, have you ever been convicted of a felony, misdemeanor involving moral turpitude, or domestic violence?

_____ Yes _____ No

If yes, please explain

Are you employed now?

_____ Yes _____ No

If yes, may we inquire of your present employer?

_____ Yes _____ No

Present Employer

_____ Name
_____ Contact Number/ Supervisors Name

Will you need any accommodation in order to complete the pre-employment test(s) associated with the position you are applying for (if any)?

*** Tests include, Physical, Drug and Alcohol Screening and Psychological Evaluation***

_____ Yes _____ No

If yes, what type of accommodation is needed?

Skills

Please list skills, certificates, or special licenses which relate to the position(s) you are applying for:

Please list all equipment you can operate which relates to the position(s) you are applying for:

Education

Type of School	Name of School	Years Attended	Date Graduated	Degree Earned
High School				
College				
College				
Trade School				
Other				

Please list any educational courses that you have taken which pertain to the position you are applying for.

Employment History

Please list present or most recent employer first.

*****You must provide at least three (3) years of job history *****

Employer _____ **Job Title** _____

Name of Supervisor _____

Employed from _____ **to** _____

Address _____

Telephone (____) _____

Duties _____

Reason for Leaving

Final Salary \$ _____ **May we contact this employer?** ___Yes ___No

Employer _____ **Job Title** _____

Name of Supervisor _____

Employed from _____ **to** _____

Address _____

Telephone (____) _____

Duties _____

Reason for Leaving

Final Salary \$ _____ **May we contact this employer?** ___Yes ___No

Employment History Continued

Employer _____ **Job Title** _____

Name of Supervisor _____

Employed from _____ **to** _____

Address _____

Telephone (____) _____

Duties _____

Reason for Leaving

Final Salary \$ _____ **May we contact this employer?** ____ **Yes** ____ **No**

References

Name	Address	Telephone	Relationship

Equal Opportunity Employment Policy for City of Le Roy

It is the policy of the City Of Le Roy, Illinois, to hire well qualified people to perform the task necessary to provide high quality service to the citizens of Le Roy. An integral part of this policy is to provide equal employment opportunity for all persons without discrimination on the basis of race, sex, color, religion, national origin, physical/mental disability, or age. To help us monitor the program of the City's Affirmative Action policy, we request your cooperation in providing the following information. This survey will be detached from your application prior to any review and will be kept confidential in accordance with applicable laws. This survey will not affect your consideration for employment.

Circle the appropriate answer for each question. Please respond to all questions and mark only one answer for each.

1. **Sex**

Male Female

2. **Racial/Ethnic Group**

Black White Hispanic American Indian
Alaskan Native Asian/Pacific Islander

3. **Military Service**

Not Veteran Vietnam Era Veteran
Disabled Veteran Veteran (other than Vietnam)

4. **Referral Source**

Illinois Job Service Friend/Relative City Employee
Other _____

Position for which you are applying _____

Date of Application _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND THEN SIGN YOUR NAME ON THE SIGNATURE LINE BELOW TO SHOW THAT YOU HAVE READ THESE STATEMENTS AND AGREE WITH THE CONTENTS.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omission may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date, and employment is conditional upon the showing of a valid driver's license, bond worthiness, or other information required for the particular position for which I have applied.

I authorize investigation of all statements contained herein, and I authorize the references listed previously to give you any and all information concerning my previous employment and any pertinent information, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing any information to you.

I understand and agree that, if employed, my employment is for no definite period, and regardless of the date, or time interval, of payment of my wages or salary, I may be terminated at any time without prior notice. I further understand that only the city council has the authority to create or enter into any employment agreement on behalf of the City of Le Roy.

In consideration of my employment, I agree to comply with all rules, regulations, and employment policies of the City of Le Roy.

Date

Signature