

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 or illegible applications will not be considered. Please complete the form in blue or black ink.
- 2. This Application for Employment will be inactive one hundred eighty (180) days from the date of application (below). 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 misdemeanor or felony offense?

Yes **No**

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

May we contact this employer? ___ Yes ___ No

Employer _____ **Job Title** _____

Name of Supervisor _____

Employed from _____ **to** _____

Address _____

Telephone (_____) _____

Duties _____

Reason for Leaving

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 _____

May we contact this employer? ____ Yes ____ No

References

Name	Address	Telephone	Relationship

