

Application for Employment

City of Red Bud

200 E. Market St.

Red Bud, IL 62278

Date Application Received: _____

Phone: (618) 282-2315

Fax: (618) 282-4344

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, physical or mental disability, military status, sexual orientation, unfavorable discharge from military service (except dishonorable discharge), pregnancy, citizenship status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
How did you hear about this position? _____	
What is your expected salary for this position? _____	

Last Name		First Name		Middle Name
Address	Number	Street	City	State
				Zip Code
Telephone Number(s)				

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If yes, give date _____

Have you ever been employed with us before?

Yes No

If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

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.

On what date would you be available to start work? _____

Are you available to work: Full time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	High School	Undergraduate College/Univeristy	Graduate/Professional
School Name and Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree			
Describe any specialized training, apprenticeship, skills and extra-curricular activities			
Describe any honors you have received			
State any additional information you feel may be helpful to us in considering your application			

Indicate any foreign languages you can speak, read and/or write.

You may exclude information which would reveal race, national origin, ancestry, or other protected status and is not required for the applied for position.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.

References

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1.
2.
3.

Have you ever had any job-related training in the United States military?

Yes No

If yes, please describe _____

Are you physically or otherwise able to perform the duties of the job for which you are applying with or without reasonable accomodation?

Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	Work Performed
Address	
Telephone Number(s)	
Job Title	
Supervisor	
Reason for Leaving Start Date End Date	
2. Employer	Work Performed
Address	
Telephone Number(s)	
Job Title	
Supervisor	
Reason for Leaving Start Date End Date	
3. Employer	Work Performed
Address	
Telephone Number(s)	
Job Title	
Supervisor	
Reason for Leaving Start Date End Date	
4. Employer	Work Performed
Address	
Telephone Number(s)	
Job Title	
Supervisor	
Reason for Leaving Start Date End Date	

Have you ever been terminated from employment or asked to resign by an employer? Yes No
 If yes, please provide company name and details: _____

Summarize special job-related skills and qualifications acquired from employment or other experiences.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Red Bud, Illinois to hire me. If I am hired, I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization and approved by the City Council.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

By my signature below, I am authorizing the City of Red Bud to conduct a criminal background check as required for employment with the city only after a conditional offer of employment is made unless the law requires otherwise.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview

Yes

No

Remarks _____

INTERVIEWER

DATE

Council Approval on _____

Employed

Yes

No

Date of Employment _____

Job Title _____

Hourly Rate / Salary _____

Department _____

By _____

NAME AND TITLE

NOTES: _____
