



EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

The City of Warrenville is an equal-opportunity employer. In accordance with federal, state and local laws, the City of Warrenville is committed to recruit, hire, promote, train and evaluate all personnel without regard to race, color, religion, sex, age, national origin, citizenship status, sexual orientation, physical/mental disability, or past/present/future status in the uniformed services of the United States. Job applicants are evaluated solely on their ability to perform job requirements.

PERSONAL INFORMATION		
Name:		
Street Address:		
City, State, Zip:		
Home Phone:	Cell Phone:	Work Phone:
Are you authorized to work in the United States?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of, or pled guilty or <i>nolo contendere</i> to, any crime other than a minor traffic violation? <i>When answering this question, applicants are not obligated to disclose sealed or expunged records of conviction or arrest, nor are they obligated to disclose expunged juvenile records of adjudication or arrest.</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any relatives employed by the City of Warrenville? If yes, state name and relationship. <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION APPLIED FOR	
Position Applied for:	
Preferred Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer
Work Schedule Availability:	<input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> Rotating
How did you learn about this job opening?	
Have you ever been employed by the City of Warrenville? If yes, state position and dates of employment. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION AND TRAINING			
Name and Address of Last High School Attended:		Highest grade completed: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
Name and Address of College or Other Learning Facility:	Course of Study:	Dates:	Diploma/Degree:
Military Service:		Branch:	
List any training, courses, or workshops relating to the type of work for which you are applying. Also list certifications or other skills that you feel may qualify you for the position you are seeking.			

EMPLOYMENT HISTORY (Begin with your most recent employer. This information must be provided below.)

Attach additional pages if necessary.)

Employer:

Are you currently working for this employer?

 Yes No

May we contact this employer?

 Yes No

Address:

Phone:

Supervisor Name/Title:

Dates of Employment (month/year)

From: To:

Salary History

Beginning: \$ Ending: \$

Job Title:

Reason for Leaving:

Job Duties:

Employer:

Are you currently working for this employer?

 Yes No

May we contact this employer?

 Yes No

Address:

Phone:

Supervisor Name/Title:

Dates of Employment (month/year)

From: To:

Salary History

Beginning: \$ Ending: \$

Job Title:

Reason for Leaving:

Job Duties:

Employer:	
Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	
Phone:	
Supervisor Name/Title:	
Dates of Employment (month/year) From: _____ To: _____	Salary History Beginning: \$ _____ Ending: \$ _____
Job Title:	Reason for Leaving:
Job Duties:	

I hereby certify that the information set forth in this employment application is true and complete to the best of my knowledge. I understand that falsified statements or omissions of facts on this application shall be considered sufficient cause for termination of employment or cancellation of this application.

In consideration of my application for employment, I authorize the City of Warrenville to make investigations concerning my fitness for employment with the City of Warrenville. I understand that, for certain positions, inquiries by the City of Warrenville may include investigating criminal convictions, checking credit records and/or contacting former employers and other references listed on this application and I agree to cooperate in such investigations.

Signature of Applicant

Date

Incomplete or illegible applications may not be considered.