

What is your desired salary range? _____

List any relatives working for the City: _____
 (City policy prohibits nepotism in certain circumstances) Name and Relationship

If you are hired, on what date will you be available for work? _____

Have you ever been convicted of a crime, excluding minor traffic offenses? YES NO
 If yes, describe: _____

(A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

Education

SCHOOL	NAME & ADDRESS	CIRCLE HIGHEST GRADE COMPLETED	DID YOU GRADUATE?	DEGREE/MAJOR
Elementary		1 2 3 4 5 6 7 8	YES NO	

High School		9 10 11 12	YES NO	

College/University		13 14 15 16	YES NO	

Graduate/ Professional			YES NO	

Other (Specify)			YES NO	

Military Service Record

Have you ever been a member of the Armed Services of the United States of America? YES NO
 If so, what branch of service? _____ What was your rank? _____
 Describe any job-related training received in the United States military _____

Employment History

List below **present and past** employment. Start with your present or last job. Please explain any significant gaps in employment.

Employer	Date Employed (Month/Year)	Reason for Leaving	Duties & Responsibilities
1. Name	From		
Address			
	To		
Phone #			
Supervisor			
2. Name	From		
Address			
	To		
Phone #			
Supervisor			
3. Name	From		
Address			
	To		
Phone #			
Supervisor			
4. Name	From		
Address			
	To		
Phone #			
Supervisor			

If you need additional space, please continue on a separate sheet of paper.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience _____

Are there any other experiences, skills, or qualifications, which you feel, would especially aid you in performing the work for which you have applied? _____

Specialized Skills

Computer Skills (Hardware & Software) _____

Typewriter WPM _____

Shorthand WPM _____

Tools _____

Heavy Equipment _____

Personal References

(Not former employers or relatives)

Name	Address	Phone #	Occupation
1.		Work	
		Home	
2.		Work	
		Home	
3.		Work	
		Home	

Note to Applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities in the job or occupation for which you have applied? YES NO

Applicant's Statement

The facts set forth in this Application for Employment are true and complete. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge.

I authorize investigation of all statements contained in this Application for Employment as may be necessary through any investigative bureau. I authorize the references and previous employers listed above to give you any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information. I understand that I may be subject to a medical examination including a drug screen as a condition of employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Mt. Vernon, Illinois is of an "at will" nature, which means that the employee may resign at any time and the City may discharge the employee at any time with or without cause.

This Application for Employment shall be considered *active* for twelve (12) months from the date signed.

Signature of Applicant

Date