| 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.

| for Employment. | | | | | | | |
|-------------------------------|---------------------------|-----------------|-------|--------|--|--|--|
| Date of Application: | | | | | | | |
| Position(s) Applying | Position(s) Applying For: | | | | | | |
| | | General Informa | tion | | | | |
| 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 | Date Available for Work: | | | | | | |
| Referred by | | | | | | | |

General Information Continued

| YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | Were you previously e | mployed by the City of | of Le Roy? | |
|---|-------------------------|-------------------------|------------------------|--------------------------|
| If yes: Position Department Supervisor Dates Employed In case of emergency notify Name Name 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 a police officer position can you verify that you are at least twenty-one (21) years of a yes 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 at 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 | | Yes | No | |
| Department Supervisor Dates Employed In case of emergency notify Name 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 aYesNo If you are hired can you supply proof of a valid driver's license?YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States?YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued?YesNo | If yes: | | | |
| Department Supervisor Dates Employed In case of emergency notify Name 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 aYesNo If you are hired can you supply proof of a valid driver's license?YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States?YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued?YesNo | Position | | | |
| Supervisor Dates Employed In case of emergency notify Name 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 aYes 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 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 | Department | | | |
| In case of emergency notify | Supervisor | | | |
| 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 aYesNo If you are hired can you supply proof of a valid driver's license? YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | Dates Employed | | | |
| 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 aYesNo If you are hired can you supply proof of a valid driver's license? YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | In case of emergency n | otify | | |
| police officer position can you verify that you are at least twenty-one (21) years of a YesNo If you are hired can you supply proof of a valid driver's license? YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | | Name | Address | Phone |
| If you are hired can you supply proof of a valid driver's license? YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? | | | | |
| YesNo If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | | Yes | No | |
| If you are hired, can you supply the required documentation to verify your lawful to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | If you are hired can yo | ou supply proof of a va | alid driver's license? | • |
| to work in United States? YesNo If you are hired for a position that requires a bond, can you provide information regarding any previous bond you may have been issued? YesNo | | 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? YesNo | • | | d documentation to | verify your lawful right |
| regarding any previous bond you may have been issued?YesNo | | Yes | No | |
| | | - | | vide information |
| Have you ever been convicted of a misdemeanor or felony offense? | | Yes | No | |
| | Have you ever been co | nvicted of a misdeme | anor or felony offens | se? |
| YesNo | | Yes | No | |

| If yes, please explain, in | ncluding date and loc | cation of conviction: |
|---|-----------------------|---|
| | | |
| | General Inform | nation Continued |
| If applying for a police misdemeanor involving | <u>-</u> | e you ever been convicted of a felony, domestic violence? |
| | Yes | No |
| If yes, please explain | | |
| | | |
| | | |
| Are you employed now | ? | |
| | Yes | No |
| If yes, may we inquire | of your present empl | oyer? |
| | Yes | No |
| Present Employer | | |
| | Na | ame |
| | Conta | act Number/ Supervisors Name |
| associated with the pos | ition you are applyin | to complete the pre-employment test(s) ag for (if any)? ening and Psychological Evaluation*** |
| | Yes | No |
| If yes, what type of acc | ommodation is neede | ed? |

| Skills |
|---------------|
|---------------|

| Please list all equ applying for: | ipment you can operate w | hich relates to th | e position(s) y | ou are |
|--|----------------------------|--------------------|-------------------|---------------|
| | | | | |
| | Edu | cation | | |
| Type of School | Name of School | Years Attended | Date Graduated | Degree Earned |
| High School | | | | |
| College | | | | |
| College | | | | |
| Trade School | | | | |
| Other | | | | |
| Please list any ed you are applying | ucational courses that you | have taken which | h pertain to th | ne position |

Employment History

| Please list present or most recent (***You must provide at least three (3) | | |
|--|-----------|-------------|
| Employer | Job Title | |
| Name of Supervisor | | |
| Employed fromt | 0 | |
| Address | | |
| Telephone () | | |
| Duties | | |
| Reason for Leaving | | |
| May we contact this employer? _ | YesNo | |
| Employer | Job Title | |
| Name of Supervisor | | |
| Employed from | to | |
| Address | | |
| Telephone () | | |
| Duties | | |
| Reason for Leaving | | |
| May we contact this employer? | Ves No | |

Employment History Continued

| Employer | Job Title | |
|-------------------------------|-----------|--|
| Name of Supervisor | | |
| Employed from | | |
| Address | | |
| Telephone () | | |
| Duties | | |
| Reason for Leaving | | |
| May we contact this employer? | | |

References

| Name | Address | Telephone | Relationship |
|------|---------|-----------|--------------|
| | | | |
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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, gender, 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. | <u>Sex</u> | | | | | |
|-------------------------------------|-----------------|--------------|----------------|------------|-----------------------|--|
| | Male Fo | emale | | | | |
| 2. | Racial/Ethnic | c Group | | | | |
| | Black | White Hispan | nic Americ | can Indiar | 1 | |
| | Alaska | an Native | | A | sian/Pacific Islander | |
| 3. | Military Serv | <u>vice</u> | | | | |
| | Not Veteran | Vietnam Era | Veteran | | | |
| | Disabl | led Veteran | | Veteran | other than Vietnam) | |
| 4. | Referral Sou | rce | | | | |
| | Illinois Job Se | ervice | Friend/Relativ | e C | ity Employee | |
| | | Other | | | | |
| Position for which you are applying | | | | | | |
| Da | te of Applicat | ion | | | | |