



EMPLOYMENT APPLICATION

RESIDENCY REQUIREMENT

The City of Sycamore requires that all employees reside and maintain their domicile within twenty (20) miles of their place of work to be qualified employees of the City of Sycamore, Illinois. Residency must be established within twelve (12) months of the date of hire unless otherwise specified in a collective bargaining agreement.

(PLEASE PRINT OR TYPE)

Applicant Information

Full Name: _____ Date: _____			
<i>Last</i>	<i>First</i> <i>M.I.</i>		
Address: _____			
<i>Street Address</i>	<i>Apartment/Unit #</i>		
<i>City</i>	<i>State</i> <i>ZIP Code</i>		
Home Phone: () _____	Cell Phone: () _____		
If hired, date available: _____	Desired Salary: \$ _____		
Position Applied for: _____			
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> If so, when? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you age 18 or older?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid Driver's License?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> Classification (circle): A B C D L M or CDL	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you related to any employee of the City of Sycamore or an elected official?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> If yes, please state their name and relationship to you: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Please indicate how you heard about the position for which you are applying:			
Newspaper <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Website <input type="checkbox"/> Walk-in <input type="checkbox"/>			

Education

High School: _____	Address: _____		
Number of Years completed: _____	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> Did you graduate? Degree: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
College: _____	Address: _____		
Number of Years completed: _____	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> Did you graduate? Degree: _____ Credit Hours: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Other: _____	Address: _____		
Number of Years Completed: _____	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">YES <input type="checkbox"/></td> <td style="text-align: center;">NO <input type="checkbox"/></td> </tr> </table> Did you graduate? Degree: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>		

List any correspondence courses, special courses, seminars, workshops, etc. that you have attended that might relate to this position:

List any professional organizations that you belong to that might relate to this position:

List any licenses or certifications that you hold that may relate to this position:

List any other skills/experience that you have that may relate to this position:

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

*Please list three business/work references, **excluding current City of Sycamore employees or elected officials***

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Disclaimer and Signature

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the City of Sycamore to thoroughly investigate my references, work record, and other matters related to my suitability for employment and further, I authorize my former employers to disclose to the City of Sycamore any and all letters, reports, and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the City of Sycamore, my former employers, and all other persons, corporations, partnerships, and associations, from any and all claims, demands, or liabilities arising out of or in anyway related to such investigation or disclosure.

I understand that any offer of employment is conditional upon the successful completion of a background check, drug screen, and physical examination.

I understand that nothing contained in this application or conveyed during my interview, which I may be granted, is intended to create an employment contract between the City of Sycamore and myself. In addition, I understand and agree that, if I am employed, I must serve a probationary period, during which I may be terminated at any time with or without prior notice, at the option of the City of Sycamore or myself. Furthermore, no promises or representation contrary to the foregoing are binding on the City of Sycamore unless made in writing and signed by the City of Sycamore and myself.

Signature: _____ Date: _____

IT IS THE POLICY OF THE CITY OF SYCAMORE TO PROVIDE EMPLOYMENT, TRAINING, COMPENSATION, PROMOTIONS, AND OTHER CONDITIONS OF EMPLOYMENT WITHOUT REGARDS TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE OR DISABILITY, EXCEPT WHERE AGE, SEX, OR PHYSICAL STANDARDS ARE APPLICABLE BONA FIDE OCCUPATIONAL REQUIREMENTS.