

APPLICATION FOR EMPLOYMENT

City of JolietJOB HOTLINE: (815) 724-4020

Return form to Human Resources Division 150 W. Jefferson Street Joliet, IL 60432

employment@joliet.gov

It is the policy and intent of the City of Joliet to provide equal opportunity in employment to all persons regardless of race, color, religion, national origin, sexual orientation, marital status, veteran status, gender, age or disability (except when gender, age or physical ability is a bona fide occupational qualification) in all aspects of our human resources policies, programs, practices and operations. All information contained in or connected with this application is considered personal and confidential and used only in conjunction with your employment by the City of Joliet. Conditions of employment include: verification of work eligibility as required by Federal Immigration Law; passage of drug and alcohol tests; random drug/alcohol testing during employment for certain positions and driving record validation.

Selection process includes formal application; evaluation of required qualifications; testing, if applicable; oral interview; criminal background check; driving record check, if applicable; reference check; pre-employment medical and drug/alcohol screening. Anticipated duration of selection process is 90 days after the deadline date; applicants not selected will be notified by letter. Individuals may apply for other positions as they become available, adhering to the guidelines on the job announcement posting.

Please furnish complete information as requested in this application. You may attach additional information that describes your qualifications.

le of Position(s) Applying For:			
Last Name	First Name	Middle Initial	
Street Address	City, State	Zip Code	
Home/Cell Phone Number	Other Phone Number	Email Address	

EDUCATION

Name/Location				
High School		Graduated?	Passed GED?	
College or Other School	Dates Attended	Graduated?	Degree Major	Graduation Date
		Graduated?		
		Graduated?		

EMPLOYMENT HISTORY

Start with current/last employer and work back, including self-employment and periods of unemployment. Please print and provide <u>all</u> the information requested. Attach additional sheets if necessary.

May we contact your current en	mployer? 🗆 Yes 🗆 No 🗆 Uner	nployed	
Employer:	Supervisor	Name:	
Address:	City:	State:	Zip:
Phone Number:	Dates of Employme	ent:	
Job Title:	Reason for leaving: _		_
Job Duties:			
Employer:	Supervisor	Name:	
Address:	City:	State:	Zip: _
Phone Number:	Dates of Employment	:	
Job Title:	Reason for leaving: _		
Job Duties:			
Employer:	Supervisor	· Name:	
Address:	City:	State:	Zip:
Phone Number:	Dates of Employmen	t:	
Job Title:	Reason for leaving:		
Job Duties:			
Employer:	Supervisor	Name:	
Address:	City:	State:	Zip:
Phone Number:	Dates of Employme	nt:	
Job Title:	Reason for leaving:		
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List any special skills acquired through work experience, licenses, or certificates related to this position.				
			•	es or no to the following questions and provide relevant information.
	Yes			Are you legally eligible for employment in the United States?
	Yes		No	Have you ever worked for the City of Joliet? If yes, provide dates and departments:
			-	
			-	
	Yes		No	Are you subject to recall from other employers? Employer name:
	Yes		No	If this position requires a driver's license or CDL, please indicate if valid in the State of Illinois
				and class of CDL (if applicable):
	Yes		No	Do you have relatives working for the City? If yes, list name, department, and relationship.
	Yes		No	Have you ever been convicted of or pleaded guilty to a felony or a misdemeanor? If yes, provide date, location, court jurisdiction, charge, and disposition including fines and/or
				imprisonment. Note: Conviction of a felony/misdemeanor may not disqualify you and are reviewed in relation to job requirements.
	Yes		No	Are you fluent in a second language other than English? If so, please list the language(s) and describe the fluency (i.e., write, speak, both, etc.)

REFERENCES

List individuals, e.g., supervisors, senior colleagues, teachers, who know of your work or educational experience. List their current phone numbers, including area codes and extensions. **Please do not list friends or relatives.**

Name	Relationship		
Employer	_ Work/Home Phone		
Name	Relationship		
Employer	_ Work/Home Phone		
Name	_ Relationship		
Employer	_ Work/Home Phone		
Name	Relationship		
Employer			
Please briefly state your reason for applying for this position:			
PLEASE READ CAREFULLY BEFORE SIGNING.			
documents) are true, accurate and complete to the best of material facts may cause the rejection of this application investigate any of the information contained in this application result from conducting a background investig pursuant to such investigation. I further understand confidential information will not be revealed to messelection process, contained in the application, or concreate an employment relationship between me and	tatements and responses on this application (or any accompanying st of my knowledge. I understand that any falsification or omission ation or termination of employment. I authorize the City of Joliet to dication, and I release the City of Joliet from any and all liability that ration. I also release from liability anyone supplying information that in the event my application is disapproved, the sources of I understand that nothing communicated during the employment inveyed during any interview which may be granted is intended to did the City. I agree to submit to a drug/alcohol screening, presented employment-related testing as required, as conditions of		
SIGNATURE:	DATE:		