



308 West State Street
 Sycamore, IL 60178
 Main: (815)895-4515
 HR Fax: (815)895-1760

EMPLOYMENT APPLICATION

Applicant Information

Please indicate how you heard about this vacancy: Social Media GovHR City Website Referral Other

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Position Applied for: _____ Desired Salary \$ _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? YES NO If hired, date available: _____

Have you ever worked for this company? YES NO If so, when? _____

Are you age 18 or older?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you related to any employee or elected official of the City of Sycamore? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, please state their name and relationship to you: _____
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Do you have a valid Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Classification _____
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Education

High School: _____ Address: _____
 Number of Years completed: _____ City/State: _____

Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree received: _____
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College/University: _____ Address: _____
 Number of Years completed: _____ City/State: _____

Did you graduate? If no, give total Credit Hours: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree or Certificate received: _____
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Other Education: _____ Address: _____
 Number of Years completed: _____ City/State: _____

Did you complete course of study?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree or Certificate received: _____
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List any correspondence or special courses, seminars, workshops, etc. that you have attended that may 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:

Current / Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your supervisor for a reference? YES NO

References

Please list three professional references, excluding current City of Sycamore employees, elected officials, or relatives.

Full Name:	Relationship:
Company:	Phone:
Address:	City, State, Zip:
Full Name:	Relationship:
Company:	Phone:
Address:	City, State, Zip:
Full Name:	Relationship:
Company:	Phone:
Address:	City, State, Zip:

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 REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE OR DISABILITY, EXCEPT WHERE AGE, SEX, OR PHYSICAL STANDARDS ARE APPLICABLE BONA FIDE OCCUPATIONAL REQUIREMENTS.