

APPLICATION FOR EMPLOYMENT

(An Equal Employment Employer)

In all of our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____			
(Print)	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
Telephone No.: _____		Social Security: _____	
Present Address: _____		How long have you lived there? _____	
<i>Street and Number</i>			
City _____		State _____	Zip Code _____
Previous Address: _____		How long have you lived there? _____	
<i>Street and Number</i>			
City _____		State _____	Zip Code _____

Position Desired: _____ Part-Time Full-Time Today's Date: _____

Salary Desired: _____ Date You Can Start: _____

Will you travel if the job requires it? Yes No

Were you known to any employer, school or reference by another name? Yes No

If Yes, indicate other name: _____

Have you ever filed an application or worked for this Company before? Yes No

If Yes, please give dates and position: _____

Are you legally eligible for employment in this country? Yes No

How did you hear about us? _____

Have you ever pled "guilty" or "no contest to, or been convicted of a felony? Yes No

If Yes, please provide date(s): _____

Note: Answering "Yes" to this question does not constitute an automatic bar to employment. Factors such as Age, Time of the offense, seriousness, nature of the violation, and rehabilitation will be taken into account

EDUCATION

School Name	Years Completed (Circle)	Type of Diploma, Degree, GED or Certification	Describe Course Of Study or Major	Describe Specialized Training, Experience
High School:	9 10 11 12			
College/University:	1 2 3 4			
Other:				

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying: _____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first for the last 5 years. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. (Add additional page if necessary)

_____ Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	Employed _____ From (Mo / Yr) To (Mo / Yr)	Your Title or Position _____ <u>Name & Title of Last Supervisor</u>	Exact Reason for Leaving _____
_____ Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	Employed _____ From (Mo / Yr) To (Mo / Yr)	Your Title or Position _____ <u>Name & Title of Last Supervisor</u>	Exact Reason for Leaving _____
_____ Present or Last Employer _____ Address _____ City, State, Zip Code _____ Telephone	Employed _____ From (Mo / Yr) To (Mo / Yr)	Your Title or Position _____ <u>Name & Title of Last Supervisor</u>	Exact Reason for Leaving _____

Please explain fully any gaps in your employment: _____

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ, AND/OR WRITE.

	Fluent	Good	Fair
Speak			
Read			
Write			

PERSONAL REFERENCES

List name address and telephone number of three (3) business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Occupation	Address (Street, City, State)	Telephone Number	Years Known

APPLICANT'S STATEMENT & AGREEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and accurate.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all reference (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 180 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time with or without prior notice, except as might be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.
I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT STATEMENT.**

SIGNATURE OF APPLICANT

DATE

Interviewer: Do not write any notes on this document.

Administrative Offices:

2424 Washington Street Suite 207 ● Waukegan, Illinois 60085 ● PHONE: 847.249.4330 ● FAX: 847.625-6328
Mailing Address: P.O. Box 9059, Waukegan, IL 60079-9059
● Head Start ● Housing ● LIHEAP

