

APPLICATION FOR EMPLOYMENT

CITY OF MCLEANSBORO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Sponsorship for Employment

The City of McLeansboro does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment, applicants must be currently authorized to work in the United States on a full-time basis.

Are you authorized to work in the United States without sponsorship? Yes ☐ No ☐

For the police officer positions:

An individual who is not a citizen but is legally authorized to work in the United States under federal law or is an individual against whom immigration action has been deferred by the U.S. Citizenship and Immigration Services under the federal Deferred Action for Childhood Arrivals (DACA) process is authorized to apply for the position of police officer, subject to (i) all requirements and limitations, other than citizenship, to which other applicants are subject and (ii) the individual being authorized under federal law to obtain, carry, or purchase or otherwise possess a firearm.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the City of McLeansboro does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. Please **do not include wage or salary information in your resume or other profile or application materials.**

(Please print)

Position(s) applied for			Date of application	
Last Name		First Name	Middle Name	
Address	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number	

Date available to work _____

Full-time ☐ Part-time ☐ Temporary ☐

Have you ever been fired from a job (downsize/layoff is not applicable.)? Yes ☐ no ☐

If yes, please explain

Education

School	Name and address of School	Course of study	No. Of years Completed	Diploma/ Degree
High school				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

Clubs, awards, or other relevant activities

Work experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. Attach separate sheets, if needed.

Employer	
Address	
Telephone Number(s)	
Starting/Present Job Title	
Supervisor	
Reason for leaving	
Dates Employed	
From	To
Work Performed	
May we contact this employer?	
Yes	No

Employer	
Address	
Telephone Number(s)	
Starting/Present Job Title	
Supervisor	
Reason for leaving	
Dates Employed	
From	To
Work Performed	
May we contact this employer?	
Yes	No

Employer
Address
Telephone Number(s)
Starting/Present Job Title
Supervisor
Reason for leaving
Dates Employed From _____ To _____
Work Performed
May we contact this employer? Yes No

Describe any specialized training (including military), apprenticeship, skills, and extra-curricular activities.

List professional, trade, business, or civic activities and offices held.

Additional information

Summarize special job-related skills and qualifications acquired from employment or other experience, specialized skills (skills/equipment operated), or other additional information you feel would be helpful to us in considering your application.

Reasonable Accommodation Statement

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible) or providing documents in an alternate format. Please contact us at 618-643-2723 if you wish to discuss reasonable accommodations.

Conditions of Employment

All applicants must be able to meet the following Conditions of Employment, with or without reasonable accommodation, to be considered for this position. 1. Requires ability to successfully complete a nationwide background check. 2. Requires ability to travel. 3. Requires a valid and current driver's license. 4. Requires ability to work at various time outside of normal office hours to meet deadlines. Will you be able to meet these Conditions of Employment?

Yes ☐ No ☐

Applicant's statement

I certify that the answers given herein are true and complete and acknowledge that completion of this application does not constitute an offer of employment.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event that an offer of employment is made, I authorize the City of McLeansboro to conduct a background check with the information provided in this document. I understand that this background check will be used to determine employment eligibility.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days and that if I wish to be considered for employment after that time, I must inquire if applications are being accepted and complete a new application.

SIGNATURE OF APPLICANT

DATE