



APPLICATION FOR EMPLOYMENT

City of Joliet
JOB HOTLINE: (815) 724-4038

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

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 submit an application 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. **Please print in ink.**

Title of Position(s) Applying For:

Last Name	First Name	Middle Initial
Street Address	City, State	Zip Code
Home/Cell Phone Number	Work Phone Number	Email Address

EDUCATION

Name/Location				
High School		Graduated? Yes No	Passed GED? Yes No	
College or Other School	Dates Attended	Graduated? Yes No	Degree Name & Date	Degree Major
		Graduated? Yes No		
		Graduated? Yes No		

FOR INTERNAL USE ONLY

Applicant's Name: _____
 Position Title: _____
 Position Vacancy Number: _____

EMPLOYMENT HISTORY

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

May we contact your current supervisor? Yes No Unemployed

Employer: _____ Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Dates of Employment: _____

Job Title: _____ Ending Salary: _____

Hours per week: _____ Reason for leaving: _____

Job Duties: _____

Employer: _____ Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Dates of Employment: _____

Job Title: _____ Ending Salary: _____

Hours per week: _____ Reason for leaving: _____

Job Duties: _____

Employer: _____ Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Dates of Employment: _____

Job Title: _____ Ending Salary: _____

Hours per week: _____ Reason for leaving: _____

Job Duties: _____

Employer: _____ Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Dates of Employment: _____

Job Title: _____ Ending Salary: _____

Hours per week: _____ Reason for leaving: _____

Job Duties: _____

EMPLOYMENT HISTORY (Cont.)

Employer: _____ Supervisor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Dates of Employment: _____

Job Title: _____ Ending Salary: _____

Hours per week: _____ Reason for leaving: _____

Job Duties: _____

List any special skills acquired through work experience, licenses, or certificates related to this position.

Please indicate yes or no to the following questions and provide relevant information.

- Yes No 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 the City? Department name: _____

- Yes No Are you subject to recall from other employers? Employer name: _____

- Yes No If this position requires a driver's license/CDL, please indicate if valid in the State of Illinois and class of CDL: _____

- 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.

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 _____ Work/Home Phone _____

Please state briefly, in your own handwriting, your reason for applying for this position and the City of Joliet.

PLEASE READ CAREFULLY BEFORE SIGNING.

RELEASE AND CERTIFICATION: I certify that the statements and responses on this application (or any accompanying documents) are true, accurate and complete to the best of my knowledge. I understand that any falsification or omission of material facts may cause the rejection of this application or termination of employment. I authorize the City of Joliet to investigate any of the information contained in this application, and I release the City of Joliet from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I agree to submit to a drug/alcohol screening, pre-employment physical examination, fingerprinting, and employment-related testing as required, as conditions of employment if I accept a position with the City of Joliet.

SIGNATURE: _____ DATE: _____



Background Check Authorization

Pursuant to the Fair Credit Reporting Act (FCRA) 15 U.S.C. §1861, you are notified of the City of Joliet's intent to conduct a check of your background which may affect your application for employment or employment status. This check may include driving record, driver's license verification, criminal background, employment, references and education verification.

Periodically, the City will perform checks of driving records of any employee who may drive a City vehicle or other transportation apparatus to conduct City business. Individuals who perform safety-sensitive job duties are regulated by U.S. Department of Transportation policy and employers are required by law to provide records of drug and alcohol testing history to a new employer.

Discovery of certain adverse information on the background or records check may be grounds for the City to take action against an applicant or employee, including but not limited to: not hiring or withdrawal of a contingent job offer, suspension, reassignment, or termination of employment.

Your signature below authorizes the City of Joliet to conduct necessary background checks in conjunction with your application for employment and releases the City of Joliet from any and all liability in conducting this search.

Signature

Social Security Number

Date

Please print required information below:

Last Name

First Name

Middle Name

Street Address

City, State

Zip Code

Driver's License Number

State Issued

Expiration Date

Date of Birth*

Gender*

Race*

List any other addresses from the last seven years.

List any other name changes.

*Date of birth, gender, and race are required to complete the background check only and are not considered in the hiring process.



Self-Identification Form

The City of Joliet invites applicants to identify themselves for affirmative action purposes. Submission of this information is voluntary and is not included with your application and will not subject you to any adverse treatment.

Title of Position Applying For: _____

Last Name First Name Middle Name/Initial

Street Address City, State Zip Code

Male Female Date of Birth: _____

Check if Applicable: Individual with a disability Eligible veteran status

Ethnic Category: Select one box only; if two or more categories are applicable, please choose the one category with which you most clearly identify.

- White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (not of Hispanic origin): A person having origins in any of the Black racial groups of Africa.
- Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Referral Source: (Circle one only)

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|---------------------------|-----------------------------|-----------------------------|
| 1. Herald News | 5. Community Agency | 9. City employee referral |
| 2. Chicago Tribune | 6. College Placement Office | 10. Walk-In |
| 3. Municipal Publications | 7. State Job Service | 11. Former employee of City |
| 4. Professional Journals | 8. City Job Posting | 12. Other _____ |

Signature: _____ Date: _____