

Name: _____

APPLICATION CHECKLIST

***Please note: There are 4 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attach to Online Application ✓	Mail or drop off payment to: City of Crystal Lake Attn: Human Resources - PD 100 W. Woodstock Street Crystal Lake, IL 60014
Copy of Birth Certificate or Naturalization Papers if born outside of the United States	<input type="checkbox"/>	
Copy of Valid Driver's License	<input type="checkbox"/>	
Copy of POWER Test Card	<input type="checkbox"/>	Must be issued between 10/12/18 – 10/12/19
Copy of High School Diploma or GED	<input type="checkbox"/>	
Copy of College Transcripts, if applicable	<input type="checkbox"/>	
Copy of College Diploma, if applicable	<input type="checkbox"/>	
Copy of DD-214, if applicable	<input type="checkbox"/>	
1 - Employment History Form* (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>	
2 - Residence(s) Form* (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>	
3 - Acquaintances/References Form* (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>	
4- Signed Consent and Release Form* (To save the document, click Print, Save as PDF, and attach to application)	<input type="checkbox"/>	
\$25.00 Non-Refundable Application Fee		Payment must be received by 10/4/19 @ 4:00 pm