



City of Crystal Lake
APPLICATION FOR EMPLOYMENT
(Please Print Plainly in Ink)

EDUCATION

Name and Location of High School, Trade or Business School, or Colleges Attended	Degrees Earned Or Expected	Major Courses Studied

Honors, Professional Societies/Affiliations, and Activities (Give Positions Held): Exclude organizations, the name of which indicates the race, creed, sex, sexual orientation, age, marital status, color or nation of origin of members.

EMPLOYMENT INFORMATION

Is it OK if we check with your present supervisor? Yes No

Note: We may contact any previous employer to verify your job title, description of past duties, dates of employment, compensation, etc.

Experience: (Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc.)

<i>Name and Address of Employer</i>	<i>Job Title</i>	<i>Starting Date</i>	<i>Ending Date</i>

<i>Starting Salary</i>	<i>Ending Salary</i>	<i>Hours/Week</i>	<i>Name, title, and phone number (if known) of immediate supervisor</i>

Description of Duties and Responsibilities:

Reasons for Leaving:



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Description of Duties and Responsibilities:

Reasons for Leaving:

MILITARY SERVICE

Branch: _____ From: ____/____/____ To: ____/____/____

Duties: _____ Type of Discharge: _____



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PROFESSIONAL REFERENCES

List the names, addresses, and phone numbers of three persons who are not related to you and who you would have knowledge of your qualifications for the position(s) for which you are applying, such as supervisors, co-workers, teachers, etc.

Name	Phone Number	E-Mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL QUALIFICATIONS

List or describe special qualifications, skills or training related to the position for which you are applying (e.g. licenses, skills with machines, computer skills, special courses, training programs, etc.)

If hired, can you prove you are legally permitted to work in the United States? Yes No

Acknowledgement
Please read carefully:

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated.

I understand that if the City of Crystal Lake hires me, my employment will be at-will, meaning that either I or the City of Crystal Lake can terminate it at any time for any reason.

I authorize the City of Crystal Lake to make inquiries concerning my character, employment record and other matters to verify my suitability for employment and release the City of Crystal Lake and any individuals it contacts from any claims arising from making or responding to such inquiries. I further understand that such inquiries will include checking police records for convictions. I understand that I may request reasonable accommodations if needed, due to disability, in order to participate in the overall application process.

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.

I agree to submit to a pre-employment physical and/or drug screen if required by the City of Crystal Lake and understand that any offer of employment is contingent upon successfully passing the test(s) if so required.

Signed: _____ Date: ____/____/____

THE CITY OF CRYSTAL LAKE IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS RECEIVE EQUAL CONSIDERATION REGARDLESS OF THEIR RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS, OR OTHER CATEGORY PROTECTED BY LAW.

Return completed application to: City of Crystal Lake, Attn: Human Resources
100 W. Woodstock Street, Crystal Lake, IL 60014