

APPLICATION FOR FULL TIME EMPLOYMENT
CITY OF CHESTER, ILLINOIS
(an equal opportunity employer)

INSTRUCTIONS TO APPLICANT

1. You must fully and accurately complete this Application for Employment. Incomplete applications will not be considered.
2. This Application for Employment will be inactive after six (6) months from the date of this application. If you want to be considered after that time, you must complete a new Application for Employment.

TODAY'S DATE: _____

NAME: _____

Last

First

Middle

SOCIAL SECURITY #: _____ - _____ - _____ DATE OF BIRTH: _____

ILLINOIS DRIVERS LICENSE # _____

PRESENT ADDRESS: _____

PHONE NUMBER: _____

REFERRED BY: _____

If you are hired, can you supply proof of your age? _____ YES _____ NO

If you are hired, can you supply required documentation to verify your lawful right to work in the United States? _____ YES _____ NO

Have you ever been convicted of a felony? _____ YES _____ NO

If yes, please explain: _____

Are you employed now? _____ YES _____ NO

If so, may we inquire of your present employer? _____ YES _____ NO

Have you ever been employed by the City of Chester before? _____ YES _____ NO

When? _____

POSITION DESIRED: (be specific: i.e., utility dept., maintenance dept., plant operations, etc.)

DATE YOU CAN START: _____

SALARY DESIRED: _____

EDUCATION:

Name of School	Years Attended	Date Graduated	Subject Studied
----------------	----------------	----------------	-----------------

High School: _____

College: _____

Trade School: _____

FORMER EMPLOYERS:

(Please list most recent first)

Month/Year	Name & Address	Salary	Position	Reason for Leaving
------------	----------------	--------	----------	--------------------

From:

To:

From:

To:

From:

To:

From:

To:

From:

To:

Which of these employers can we contact for a reference regarding your job performance?

I certify that all facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application or dismissal from employment if subsequently discovered.

I authorize investigation of all statements contained herein and of the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, my employment is for no definite period; and regardless of the date of payment of my wages or salary, I may be terminated at any time without any prior notice.

I understand and agree that, if hired, a valid Illinois driver's license is required for employment with the City of Chester, Illinois.

In consideration of my employment, I agree to comply with all rules, regulations and employment policies of the City of Chester, Illinois.

Date: _____ Signature: _____