



Application for Employment

EQUAL OPPORTUNITY EMPLOYER

17 E Main Street, Plano, IL 60545

Phone: 630-552-8275 // Fax: 630-552-8292 // Email: HR@cityofplanoil.org

We recruit, hire, and promote employees without regard to race, color, religion, sex, age, national origin, citizenship, pregnancy, pregnancy related medical conditions, or disability. Individuals with disabilities who need assistance completing this application can contact the HR department to arrange suitable accommodations.

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____ Cell () _____

Email Address _____

Do you have a valid driver's license? _____ Do you have a valid Commercial Driver's License? _____

Can you provide proof of authorization to work in the U.S.? Yes No

Position(s) applying for: Full Time Part Time

Referred by: Ad City Website Friend Other:

Have you ever filed an application with us before?----- Yes No

If Yes, give date ___/___/___

Have you ever been employed with us before?----- Yes No

If Yes, give date ___/___/___

Are you currently employed?----- Yes No

If Yes, Full time Part time

May we contact your present employer?----- Yes No

Date available for work ___/___/___

What is your desired salary range? _____

Education

This section must be completed even if the information is contained in your resume.

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Trade Schools or Certifications)				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job-related training received in the United States military.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Employment 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.
This section must be completed even if the information is contained in your resume. Attach additional pages if needed.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Job Title			
Supervisor			
Reason for Leaving			

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Specialized Skills – List Skills & Equipment Operated

Have you ever been convicted of a felony that has not been expunged or sealed? Yes No

A conviction alone will not necessarily bar you from employment; we review these issues on a case-by-case basis to determine if a conviction record is job related. The applicant should not disclose any information regarding criminal arrest or conviction records that have been expunged or sealed, including expunged juvenile records and related information.

List Three References (include a minimum of two professional references)

Name	Address	Phone Number/Email	Relationship
			Professional
			Professional
			<input type="checkbox"/> Professional <input type="checkbox"/> Personal

Applicant’s Statement

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date

Consent and Release for Job Application and Background Check

I acknowledge that as a condition of being considered for employment with the City of Plano (“Employer”), or of my continued employment at Employer, it is required that I consent to an investigation of my background. I hereby authorize Employer to conduct certain background investigations which may include, but are not limited to, my employment history and references, criminal history, driving records, personal reference, verifications of academic credentials and licenses, military history, and credit and consumer reports, as permitted under the federal Fair Credit Reporting Act (“FRCA”) and local or state credit privacy laws if applicable. If requested by Employer, I hereby consent to participate in a personal interview.

All information obtained by Employer pursuant to this background check shall be confidential and safeguarded against disclosure to all unauthorized persons. I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this consent, from liability that might result from the request for, use of, and/or disclosure of any background information, as described above. I further release and hold harmless Employer and their respective designees, personnel and affiliated companies, from any liability resulting from or in connection with, the results of this background investigation concerning my fitness for employment or continued employment at Potential Employer.

I hereby consent to this background information investigation by Employer. I understand that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, in accordance with the requirements of the FRCA.

By signing below, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns as follows: (A) waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me during and/or while traveling to and from Employer, and their directors, officer, employees, volunteers, representatives and agents, (B) indemnify and hold harmless all entities or persons mentioned in this paragraph from any and all liabilities, damages (including attorney fees and costs) or claims made by other individuals or entities.

This document shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

I hereby certify that I have read this document and I understand its content.

Print Name: _____ Social Security Number: _____

Signature: _____ Date: _____