

CITY OF LEBANON
312 W. ST. LOUIS ST.
LEBANON, IL 62254

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Position applied for _____

Referral Source Advertisement Friend Relative Walk-In
 Agency Other

Last Name _____ First _____ Middle Initial _____

Address _____ City _____ State _____

Home Telephone Number _____ Alternate Number _____

Social Security Number _____ / _____ / _____

Are you at least 16 years old? Yes No

Have you been employed by us before? Yes No

List any friends or relatives working for the City of Lebanon _____

Are you prevented from lawfully becoming employed in this country because of immigration or Visa status? Yes No

Dates available for work _____ Full Time Part-Time

Have you been convicted of a felony in the last 7 years? Yes No

If yes, please explain _____

EDUCATION

<u>School Name and location</u>	<u>Major</u>	<u>Last year completed?</u>	<u>Did you Graduate?</u>	<u>Diploma/ Degree?</u>
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High School _____	_____	1 2 3 4	Yes No	_____
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College _____

Other _____

WORK HISTORY

List most recent employer first

Company Name _____	From _____
Address _____	To _____
City/State/Zip _____	Phone _____
Position _____	Pay Rate _____
Reason for leaving _____	Supv. _____
Company Name _____	From _____
Address _____	To _____
City/State/Zip _____	Phone _____
Position _____	Pay Rate _____
Reason for leaving _____	Supv. _____
Company Name _____	From _____
Address _____	To _____
City/State/Zip _____	Phone _____
Position _____	Pay Rate _____
Reason for leaving _____	Supv. _____

*If you need additional space, please continue on a separate sheet of paper.

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience

CERTIFICATE

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements in the application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. Any employment relationship made with this organization is of an "at will" nature which means an employee can resign at any time and employer may discharge at any time. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

Applicant's Signature

Date