

# EMPLOYMENT APPLICATION

## VILLAGE OF COAL CITY

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

<i>Position(s) Applied For</i>	<i>Date of Application</i>
<i>How Did You Learn About Us?</i> <input type="checkbox"/> <i>Advertisement</i> <input type="checkbox"/> <i>Friend</i> <input type="checkbox"/> <i>Walk-In</i> <input type="checkbox"/> <i>Employment Agency</i> <input type="checkbox"/> <i>Relative</i> <input type="checkbox"/> <i>Other</i> _____	

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Address</i>	<i>City/State</i>	<i>Zip Code</i>
<i>Phone Number(s) Home/Cell#</i>	<i>Social Security #</i>	

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

May we contact your present employer?  YES       NO

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?  
*Proof of citizenship or immigration status will be required upon employment.*  YES       NO

On what date would you be available for work? \_\_\_\_\_

Are you available to work:     Full-time     Part-Time     Temporary     Seasonal

Are you currently on "lay-off" status and subject to recall?  YES       NO

Can you travel if a job requires it?  YES       NO

Have you been convicted of a felony within the last 7 years?  
*Conviction will not necessarily disqualify an applicant from employment.*  YES       NO

If yes, please explain \_\_\_\_\_

# EDUCATION

	Name and Address Of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Please indicate any *foreign* language you can speak, read and/or write fluently.

1.	2.	3.	4.
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Describe any specialized training, apprenticeship, skills and extra-curricular activities.


## Other Qualifications

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


## Specialized Skills

- Copier/Scanner/Fax  
 Microsoft Office Products  
 Locis  
 Other (Please List)

## Equipment Operated

- Dump Truck/Plow  
 Combination Tractor  
 Skidder  
 Other (Please List)

\*Do you currently have a valid CDL license? \_\_\_\_\_

# 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.

1.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

2.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

3.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

4.

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)			
Job Title	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

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

