

Hamilton County Highway Department

910 E. Randolph
McLeansboro, IL 62859

EMPLOYMENT APPLICATION

All statements made by applicants for employment on this application form will be checked for accuracy. Please read carefully, answer all questions, and print clearly in ink.

DATE: _____

POSITION APPLYING FOR: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

ILLINOIS DRIVER'S LICENSE: _____ CLASS: _____

EXPERATION DATE: _____

Are you available for Full Time Work? Yes: ____ No: ____

Are you available for Overtime Work? Yes: ____ No: ____

Date available to Start: _____

Have you had any accidents in the past 3 years? Yes: ____ No: ____ How Many? ____

Have you had any moving violations in the past 3 years? Yes: ____ No: ____ How Many? ____

EDUCATION and EXPERIENCE

Highest Grade Completed: _____

Please list any College, University, Trade School or other educational institution attended, degrees received (if any), types of courses taken and number of years attended:

Please list any technical skills for which you have been trained:

Please list any professional licenses or certifications you hold:

Please list all Equipment Operated and/or Software Programs utilized:

Please provide any additional information such as special skills, training, management or supervisory experience, equipment operation, or other qualifications you feel will be helpful to us in considering your application:

WORK EXPERIENCE

(List most recent employers, including volunteer experience)

Employer: _____ Dates Employed: _____ to _____

Address: _____ Phone Number: _____

Job Position/Title: _____

Immediate Supervisor(s) Name and Title: _____

Briefly describe your job duties: _____

Reason for leaving: _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone Number: _____
Job Position/Title: _____
Immediate Supervisor(s) Name and Title: _____
Briefly describe your job duties: _____

Reason for leaving: _____

Employer: _____ Dates Employed: _____ to _____
Address: _____ Phone Number: _____
Job Position/Title: _____
Immediate Supervisor(s) Name and Title: _____
Briefly describe your job duties: _____

Reason for leaving: _____

MILITARY SERVICE

Do you have United States Military Experience? Yes: ____ No: ____ Branch: _____
Date Entered: _____ Date Discharged: _____
Rank at Time of Discharge: _____
Special Skills or Training from Service: _____
Present Military Status: _____

PROFESSIONAL REFERENCES

Include three professional references who supervised your previous work (owners, managers, supervisors)

Name: _____	Address: _____
Position: _____	Phone Number: _____
Name: _____	Address: _____
Position: _____	Phone Number: _____
Name: _____	Address: _____
Position: _____	Phone Number: _____

THIS SECTION MUST BE COMPLETED AS PART OF THE APPLICATION PROCESS. PLEASE MAKE CERTAIN THAT YOU ANSWER ALL OF THE QUESTIONS TRUTHFULLY. OMISSION OF FALSIFICATION OF ANY CRIMINAL INFORMATION WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.

Have you ever been convicted of an offense other than a minor traffic violation?

Yes: ____ No: ____

If YES - When, where and disposition of conviction: _____

Note: An applicant for employment is not obligated to disclose sealed or expunged records of conviction or arrest. You are also not obligated to disclose expunged juvenile records of adjudication or arrest.

Have you ever been convicted of, had adjudication withheld, pled no contest to, or entered a pretrial intervention program for a misdemeanor or felony criminal charge, or are there currently criminal charges pending against you?

Yes: ____ No: ____

If YES - Explain on a separate sheet.

Have you ever been suspended without pay, or dismissed from employment, or resigned while an investigation was in progress for possible disciplinary action?

Yes: ____ No: ____

If YES - Where _____ and when _____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

(PLEASE READ CAREFULLY, BEFORE SIGNING)

This organization does not discriminate in hiring on the basis of race, color, religion, sex, national origin, disability, veteran status, or your membership in any protected class protected under law of this jurisdiction. This application does not intend to ask questions that would provide information that could be used for discrimination.

I certify that the information given by me in this application is true, correct and complete. False, incomplete or misrepresented information of any kind, will sufficiently cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

I fully understand and accept all terms and conditions in the above statements.

Date: _____ Applicant's Signature: _____