



APPLICATION FOR EMPLOYMENT

Please return to:

CITY OF BATAVIA
Human Resources
100 North Island Avenue
Batavia, IL 60510

Received

Date: _____

By: _____

We welcome you as an applicant for employment with the City. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Batavia to provide equal opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, political affiliation, gender, sexual orientation, age, marital status, veteran status, or physical or mental disability. This policy applies to all phases of full, part-time, temporary and seasonal employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Batavia. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information, which you believe qualifies you for the position for which you are applying. Please use typewriter or ink. If you have any questions about the status of your application please call Human Resources at (630) 454-2070.

1. Name:

(Last)

(First)

(Middle)

2. Address:

(Street)

(City)

(State)

(Zip Code)

3. Type of work or title of job you are seeking:

4. Telephone Number:

(Days)

(Evenings)

5. Type of Employment Desired:

Full-time

Part-time

Seasonal

6. Times Available:

Days

Evenings

Nights

Weekends

Holidays

7. Presently Employed?

Yes

No

If yes, may we contact your Employer?

Yes

No

8. Do you possess a valid Illinois Driver's License?

Yes

No

If applicable, do you possess a valid Illinois
Commercial Driver's License?

Yes

No

Class

9. Are you legally authorized to work in the United States?

Yes

No

10. Have you ever been convicted of a felony?

Yes

No

Please Explain: (Attach if necessary)

In answering this question, you are not obligated to disclose sealed, annulled or expunged convictions, or convictions that were pardoned by the Governor.

A criminal conviction will not necessarily be a bar to employment; rather, such information is only relevant in determining whether the conviction is directly related to the job for which you are applying. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. Failure to honestly answer these questions will result in discontinued consideration of the application or termination of employment.

11. Are you presently working for the City?

Yes

No

Position:

12. Have you previously worked for the City?

Yes

No

Position:

From:

To:

13. Do you have any relatives who work for the City?

Yes

No

Name(s)

Relationship

Name(s)

Relationship

Name(s)

Relationship

14. If hired, when will you be able to begin work?

15. Military Service: Branch

From:

To:

Duties:

16. Education and Training: (Select Highest Grade Completed)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

Name and Location of High School:

Graduated? Yes No GED

Training beyond High School:

List College or Universities, Specialized Training Courses, Apprenticeships or other classes you have attended or training you have taken. Please give detailed information and locations of schools or training sessions, dates attended, credits earned, major areas of study and degrees or certificates you have received.

Name & Location	Credits Earned	Courses or Area of Study	Degrees Earned

17. Employment Information:

Begin with your present employer and work back. Account for all time during the past ten years, including periods of unemployment. List any other work experience that may qualify you for this position. Attach additional pages if necessary.

<p>Employer: _____</p> <p>Address: _____</p> <p>Supervisor: _____ Name and Title</p> <p>Your Title: _____</p> <p>Your Duties:</p>	<p>From: Mo. Year</p> <p>To: Mo. Year</p> <p>Total: Years Months</p> <p> Full-Time Part-Time</p> <p> Hrs/Wk</p> <p>Last Salary:</p> <p>Reason for Leaving:</p>
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Employer: _____ Address: _____ Supervisor: _____ Name and Title Your Title: _____ Your Duties:	From: Mo. Year To: Mo. Year Total: Years Months Full-Time Part-Time Hrs/Wk Last Salary: Reason for Leaving:
Employer: _____ Address: _____ Supervisor: _____ Name and Title Your Title: _____ Your Duties:	From: Mo. Year To: Mo. Year Total: Years Months Full-Time Part-Time Hrs/Wk Last Salary: Reason for Leaving:

18. Please list any job related special qualifications, training or experience, which you have, and feel should be considered in reviewing your application:

19. Emergency Contact: In case of emergency, please notify:

Name	Address	Telephone	Relationship
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20. Professional References: Please list the names of three supervisors/co-workers whom you have known for at least one year:

Name	Address	City	State	Telephone
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Please Read Carefully Before Signing: I certify that all the statements in this application are accurate to the best of my knowledge. I understand that any false statements on this application shall be considered sufficient cause for dismissal.

I authorize the City of Batavia to investigate any of the information contained herein, including the contacting of my references. I also authorize the Batavia Police Department to disclose and/or release any information on any conviction listed on file under my name and release the Batavia Police Department from any and all liability for damages for the furnishing of any information concerning me.

If I receive a conditional offer of employment from the City, I agree to submit to a physical examination, which includes a pre-employment drug test, which I will be required to pass before being finally accepted for employment.

I further agree to comply with all the rules and regulations of the City of Batavia now in force or any that may be established.

Applicant's Signature: _____ **Date:** _____

Thank You for Applying