



CITY OF LOVEJOY

Application for Employment

The **City of Lovejoy** is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT IN BLACK INK. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each in its entirety and as applicable. Do not use "See Resume" as a response to any question.

Applications with missing information will not be considered for any position.

Name (Last, First, Middle):		Preferred Name to Be Called:	Other names under which you have attended school or been employed:
Expected Salary:	Are you seeking Full Time or Part Time employment?		Position Applying For:
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Other Phone:	Email:
Are you eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide proof of citizenship or proof of your legal right to work in the United States.
Are you 18 years of age or older?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Are you currently employed at the City of Lovejoy?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed by the City of Lovejoy?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Are you related to any current City of Lovejoy employee?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
Do you have a valid driver's license?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, class, and expiration date:
Do you have reliable transportation to and from work?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn about this employment opportunity? Check all that apply:			
<input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> Job Bulletin (Posting) / Walk-in / Website <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Referral by employee / Name of employee: _____ <input type="checkbox"/> Other: _____			

EDUCATION

Name of School	City/State	Did you graduate?	If Yes, date of Graduation	Degree received
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational School:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.				

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position

RATE THE FOLLOWING BASED ON YOUR CURRENT SKILL SET. 1 (little experience) to 5 (very experienced)

A.

Customer Service <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Ability to Multi-task <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Overall Computer Knowledge <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Microsoft Word <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Microsoft Excel <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Microsoft Outlook <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Internet Usage <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Typing Speed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 WPM:	Office Equipment (fax, copier, scanner) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Multi-line Phone System <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Written Communication <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Verbal Communication <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

WORK EXPERIENCE

Please detail your most recent work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. You may add additional sheets to include full-time military or volunteer commitments. **PLEASE DO NOT COMPLETE THIS INFORMATION WITH THE NOTATION "SEE RESUME."**

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone # (required):	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

Dates Employed From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:	Reason for Leaving:	

PLEASE NOTE: The City of Lovejoy reserves the right to contact all current and former employers for reference information.

REFERENCES

All references must be of no family relation.

	Name	Title	Phone	Email
1.				
2.				

AVAILABILITY

The City of Lovejoy hosts multiple events that are after normal business hours and on the weekends.
If scheduled, would you be available to work? Yes No

	MON	TUES	WED	THURS	FRI	SAT
AVAILABLE TIME						

- The City of Lovejoy is a drug-free workplace. Would you be able to submit to a pre-employment drug screening?
 Yes No
- Do you speak, write or understand a foreign language other than English?
 Yes No

If yes, describe which language and your level of proficiency:

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize City of Lovejoy to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of City of Lovejoy serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the City of Lovejoy Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first 12 MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____

Date: _____