



APPLICATION FOR EMPLOYMENT

The City of Marion is an equal opportunity employer. The City of Marion does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Incomplete information could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION

Name _____

Address _____

E-mail Address _____ Phone No. _____

Are you eligible to work in the U.S? _____ Yes _____ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) _____ Yes _____ No

Can you work any shift? _____ Yes _____ No If no, explain: _____

Can you work overtime, including weekends, if needed? _____ Yes _____ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation, pass a pre-employment drug screening and background check? _____ Yes _____ No

EMPLOYMENT DESIRED

Date you can start _____ Salary desired _____

Position desired _____

Are you currently employed? _____ Yes _____ No If so, may we inquire of your present employer? _____ Yes _____ No

REFERRAL SOURCE

How did you hear about us? _____

Have you ever worked for the city before? _____ Yes _____ No Explain _____

Do you know anyone who works for the city? _____ Yes _____ No If yes, who? _____

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Other			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain _____

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

REFERENCES

Please provide three personal and professional references below.

Name	Contact Information	Relationship
1		
2		
3		

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Marion to hire me. If I am hired, I understand that either the City of Marion or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Marion has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the City of Marion true and complete information on this application. No requested information has been concealed. I authorize the City of Marion to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

No applicant is obligated to disclose any expunged records, adjudication, or arrest while they were a juvenile pursuant to Illinois Public Act 100-0285, including any ordinance violations. Furthermore, any information obtained through this application process regarding any expunged juvenile record is confidential and will NOT be disclosed in any manner by the City.

Signature _____ Date _____

For Office Use Only

- Reviewed by _____ Date _____
- Interviewed by _____ Date _____
- Pre-Employment Screening Scheduled Employment Application and Authorizations Forwarded to HR
- Drug Test Complete Background Check Complete New Hire Information Given to City Clerk for Agenda
- Council Approval Date: _____