City of WOODSTOCK

# EMPLOYMENT APPLICATION

**City of Woodstock - Human Resources - 121 W. Calhoun Street - Woodstock, IL 60098**
**Phone: (815) 338-1172 Fax: (815) 338-2264 Email:humanresources@woodstockil.gov**

## INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the City of Woodstock. It is the policy and intent of the City to provide equal opportunity in employment to all persons. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the City of Woodstock. This application will be considered inactive after ninety days. If you wish to be considered for future openings, please fill out an Interest Card.

Please complete all applicable information as requested in this application. **You may attach a resume, but do not submit a resume in place of completing any part of this application. PLEASE PRINT IN BLACK INK OR TYPE.**

**Position title(s):** Please identify the specific position(s) from our openings for which you are applying.

1.) Water Meter Technician I 2.) _____

☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Date Available: _____ _____

If seeking part-time employment Days available: _____ Times available: _____

## GENERAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail _____

Address _____ City _____

State _____ Zip Code _____ County _____ How long? _____

Do you have a valid Driver's License? ☐ Yes ☐ No State _____ Expiration Date _____

Is license current? ☐ Yes ☐ No Do you have a CDL? ☐ Yes ☐ No

Have you ever been found guilty of a felony? ☐ Yes ☐ No

If yes, please explain: _____

If hired, can you provide the necessary documents to verify your lawful right to work in the United States? ☐ Yes ☐ No

Are you related to any employee of the City of Woodstock or an elected official? ☐ Yes ☐ No

*(Pursuant to policy, employee may not work within a "relative's" span of control.)*

If yes, state their name and relationship: _____

Have you ever been previously employed by the City of Woodstock? ☐ Yes ☐ No

When? _____ In what capacity? _____

Were you referred by a City of Woodstock employee? ☐ Yes ☐ No

If yes, please state the employee's name _____

Are you at least 18 years of age? ☐ Yes ☐ No

*(Min. age requirement for certain positions within the City.)*

How did you hear about the opening? _____

## EDUCATIONAL INFORMATION

| Type of School | Name and Location of School | Major / Area of Study | Degree Earned |
|---|---|---|---|
| High School | | | |
| College/University | | | |
| College/University | | | |
| Graduate School | | | |
| Technical/Business | | | |
| Other | | | |

If you are not a high school graduate, have you passed the GED test? ☐ Yes ☐ No

List any community service projects or experience you have had.

List any additional languages spoken, special courses, seminars, workshops, etc., that might relate to this position.

List any licenses or certificates relating to this position.

List any professional, trade, or business associations to which you belong.

## EMPLOYMENT HISTORY

Please begin with your present or most recent employer and provide all the information requested.

**Please do not write - "SEE RESUME"**

May the City of Woodstock contact your current employer? ☐ Yes ☐ No

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Hours per Week: _____

Position: _____ Supervisor's Name: _____

Final Salary: _____ Reason for Leaving: _____

Duties: _____

## EMPLOYMENT HISTORY CON'T...

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Hours per Week: _____

Position: _____ Supervisor's Name: _____

Final Salary: _____ Reason for Leaving: _____

Duties: _____

Employer: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Hours per Week: _____

Position: _____ Supervisor's Name: _____

Final Salary: _____ Reason for Leaving: _____

Duties: _____

## REFERENCES

Please list three references that are familiar with your work history and/or experience as a volunteer. These can be employers, customers, co-workers, teachers or coaches. **They should not be relatives.**

Name: _____ Business: _____

Relationship: _____ Phone: _____

Years Known _____

Name: _____ Business: _____

Relationship: _____ Phone: _____

Years Known _____

Name: _____ Business: _____

Relationship: _____ Phone: _____

Years Known _____

**APPLICANT AGREEMENT: RELEASE AND CERTIFICATION**

Please read before signing. Questions regarding this statement should be directed to any employment interviewer prior to signing.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in the application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of a probationary period and may be subject to a post-offer, pre-employment physical exam and drug screen. I authorize the investigation of all statements and information contained in this application. I release the City of Woodstock from any and all liability that might result fro conducting a background investigation.

If hired and in consideration of employment, I agree to abide by all applicable City of Woodstock ordinances, rules and regulations. I understand and agree that, if hired, my employment is for no definite period of time and regardless of the date for payment of wage or salary, I may be terminated at anytime, with or without cause or prior notice.

I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment-related documents I have provided.

PRINT NAME _____

SIGNATURE _____ DATE _____