

APPLICATION FOR EMPLOYMENT



Naperville

Please Return to:

City of Naperville - Human Resources – 400 S. Eagle Street - Naperville, IL 60540

Fax: (630) 305-4048 Email: apply@naperville.il.us

INSTRUCTIONS FOR COMPLETING THIS EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the City of Naperville. It is the policy and intent of the City of Naperville to provide equal opportunity in employment to all persons. This policy applies to all types of full-time, 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 with the City of Naperville.

Please furnish us with complete information as requested in this application. Do not submit a resume in place of completing any part of this application. If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Human Resources Department at (630) 305-7066.

Please identify the specific position(s) from our open jobs listings for which you are applying.

1. _____ 2. _____

Full-time _____ Part-time _____

Date Available _____

Temporary _____ Summer _____

Minimum Salary _____ per _____

GENERAL INFORMATION

Last Name _____ First Name: _____ Middle Initial: _____

Home Phone #: _____ Work Phone #: _____ Email Address: _____

Present Permanent Address: _____ City: _____

State: _____ Zip code: _____ County: _____ How long lived there? _____

If applicable for the position, please answer the next two questions:

Do you have a valid Illinois Driver's License? Yes _____ No _____ Do you have a valid CDL? Yes _____ No _____

Have you ever been convicted of a crime other than a petty moving violation? Yes _____ No _____

APPLICANT IS NOT OBLIGATED TO DISCLOSE SEALED OR EXPUNGED RECORDS OF CONVICTION OR ARREST PURSUANT TO SECTION 12 OF THE ILLINOIS CRIMINAL IDENTIFICATION ACT, 20 ILCS 2630/12.

If yes, please explain: _____

Are you legally eligible for employment in the United States? Yes _____ No _____

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

If yes, state their name and relationship to you: _____

Were you previously employed by the City of Naperville? Yes _____ No _____

When? _____ In what position? _____

Were you referred by a City of Naperville employee? Yes _____ No _____

If yes, please name the employee. _____

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

EDUCATIONAL INFORMATION

Type of School	Name & Mailing Address of School	Major	Circle Last Year Completed	Degree Earned (If yes, indicate degree.)
High School			9 10 11 12	Yes No
College/University			1 2 3 4	Yes No
College/University			1 2 3 4	Yes No
Graduate			1 2 3 4	Yes No
Technical/Business/ Trade School			1 2 3 4	Yes No
Other			1 2 3 4	Yes No

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

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

List any licenses or certificates relating to this position.

List any other skills/experience that relate to this position (Typing, Software Skills, Heavy Machinery, etc.)

List professional, trade, business or civic activities or associations to which you belong. (Please exclude memberships that would reveal gender, sexual orientation, race, religion, national origin, age, ancestry, disability or other protected status.)

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 Naperville contact your current employer? Yes _____ No _____

Employer: _____ Phone Number: _____

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

Dates of Employment: _____ Reason for Leaving: _____

Title: _____ Supervisor's Name: _____

Ending Salary: _____ Hours Per Week: _____

Duties: _____

Employer: _____ Phone Number: _____

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

Dates of Employment: _____ Reason for Leaving: _____

Title: _____ Supervisor's Name: _____

Ending Salary: _____ Hours Per Week: _____

Duties: _____

Employer: _____ Phone Number: _____

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

Dates of Employment: _____ Reason for Leaving: _____

Title: _____ Supervisor's Name: _____

Ending Salary: _____ Hours Per Week: _____

Duties: _____

Employer: _____ Phone Number: _____

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

Dates of Employment: _____ Reason for Leaving: _____

Title: _____ Supervisor's Name: _____

Ending Salary: _____ Hours Per Week: _____

Duties: _____

PROFESSIONAL REFERENCES

Please list three references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name: _____ **Company:** _____

Business Relationship: _____ **Years Known:** _____

Phone #: _____

Name: _____ **Company:** _____

Business Relationship: _____ **Years Known:** _____

Phone #: _____

Name: _____ **Company:** _____

Business Relationship: _____ **Years Known:** _____

Phone #: _____

How were you referred to the City of Naperville?

Newspaper Agency Employee Naperville’s Web Site Cable Channel 6 Other Web Site Other

Name of referral source: _____

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 this 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 an introductory period and 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 Naperville from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable City of Naperville rules and regulations.

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:** _____