



City of Mt. Vernon, Illinois
An Equal Opportunity Employer
1100 Main Street, PO Box 1708
Mt. Vernon, IL 62864
(618) 242-6810 (Phone)
(618) 242-5593 (Fax)



APPLICATION FOR EMPLOYMENT

(All positions except Sworn Police Officers and Firefighters)

To the applicant: The City of Mt. Vernon is pleased that you are interested in submitting an application for employment. Please complete all questions, sections, and attachments of the application and return completed application to the Director of Human Resources. A completed application is maintained on active status for a maximum of twelve (12) months from date signed. Any address changes must be forwarded to the HR Department to maintain eligibility for employment.

The City of Mt. Vernon considers applicants for all positions without regard to race, religion, gender, national origin, age, disability, marital status, or veteran status, or any other legally protected status.

FALSE OR MISLEADING INFORMATION IS CAUSE FOR THE APPLICATION TO BE REJECTED.

PLEASE PRINT OR TYPE

POSITION APPLYING FOR:

Full-Time

Part-Time

Temporary

Date:

Personal Information

Name: _____
Last First Middle

Would any of your past employers, educational institutions, references listed on this application know you by another name other than the one listed above? YES NO If yes, please list that name: _____

Present Address: _____
Street Address City County State Zip

(Residency within the limits of Jefferson County is required of City Employees)

How long at the above address? _____ If less than 5 years, please provide previous address: _____

Previous Address: _____
Street Name and Number City State Zip

Cell phone: _____ Other Telephone for Contact Purposes: _____
(owner of phone) _____

E-Mail Address: _____ Best time to contact: _____

If you are under 18 years of age, can you provide proof of your eligibility to work? YES NO Does Not Apply

Do you have a valid Drivers License? YES NO If so, list number and State: _____

Do you have a valid **CDL** Drivers License? YES NO If so, list number and State: _____

Are you a citizen of the United States? YES NO

If hired, would you be able to provide proof of legal work authorization in the United States? YES NO

Have you ever filed an application with us before? YES NO

If yes, give date: _____

Are you currently employed? YES NO May we contact your present employer? YES NO

Are you currently on "lay-off" status & subject to recall? YES NO

What is your desired salary range? _____

List any relatives working for the City: _____
(City policy prohibits nepotism in certain circumstances) Name and Relationship

If you are hired, on what date will you be available for work? _____

Have you ever been convicted of a crime, excluding minor traffic offenses? YES NO

If yes, describe: _____

(A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

Education

SCHOOL	NAME & ADDRESS	CIRCLE HIGHEST GRADE COMPLETED	DID YOU GRADUATE?	DEGREE/MAJOR
Elementary		1 2 3 4 5 6 7 8	YES NO	

High School		9 10 11 12	YES NO	

College/University		13 14 15 16	YES NO	

Graduate/ Professional			YES NO	

Other (Specify)			YES NO	

Military Service Record

Have you ever been a member of the Armed Services of the United States of America? YES NO

If so, what branch of service? _____ What was your rank? _____

Describe any job-related training received in the United States military _____

Employment History

List below **present and past** employment. Start with your present or last job. Please explain any significant gaps in employment.

Employer	Date Employed (Month/Year)	Reason for Leaving	Duties & Responsibilities
1. Name	From		
Address			
	To		
Phone #			
Supervisor			
2. Name	From		
Address			
	To		
Phone #			
Supervisor			
3. Name	From		
Address			
	To		
Phone #			
Supervisor			
4. Name	From		
Address			
	To		
Phone #			
Supervisor			

If you need additional space, please continue on a separate sheet of paper.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience_____

Are there any other experiences, skills, or qualifications, which you feel, would especially aid you in performing the work for which you have applied?_____

Specialized Skills

Computer Skills (Hardware & Software)_____

Typewriter WPM_____ Shorthand WPM_____

Tools_____

Heavy Equipment_____

Personal References

(Not former employers or relatives)

Name	Address	Phone #	Occupation
1.		Work	
		Home	
2.		Work	
		Home	
3.		Work	
		Home	

Note to Applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED
ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities in the job or occupation for which you have applied? YES NO

Applicant's Statement

The facts set forth in this Application for Employment are true and complete. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge.

I authorize investigation of all statements contained in this Application for Employment as may be necessary through any investigative bureau. I authorize the references and previous employers listed above to give you any and all information concerning my previous employment and any pertinent information they have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing this information. I understand that I may be subject to a medical examination including a drug screen as a condition of employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Mt. Vernon, Illinois is of an "at will" nature, which means that the employee may resign at any time and the City may discharge the employee at any time with or without cause.

This Application for Employment shall be considered *active* for twelve (12) months from the date signed.

Signature of Applicant

Date

HUMAN RESOURCE DEPARTMENT

Cheryl Conner
Director of Human Resources



CITY OF MT. VERNON
1100 MAIN P.O. BOX 1708
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CRIMINAL HISTORY AND BACKGROUND CHECK

The City of Mt. Vernon, Illinois may contact your employer(s), check references, and obtain your prior employment records. The City may also run a criminal background check for employment purposes.

Authorization and Release

The undersigned hereby acknowledges and understands that the **City of Mt. Vernon** may procure information regarding my past employment from my former employers and references, including, but not limited to employment records, employment history and employment information, including personnel files. I also understand and acknowledge that the City may obtain a criminal history and criminal background check on me. In connection with my application for employment with the **City of Mt. Vernon, Illinois**, I authorize the City to contact my prior employers and my references, and I also authorize the City to conduct a criminal background check. I understand that, upon written request within a reasonable period, I am entitled to additional information concerning the nature and scope of this pre-employment screening. I hereby release the **City of Mt. Vernon**, its officers, agents, employees, and servants from any liability arising from its communications with my former employers and references, and arising from its procurement of a criminal background check.

The undersigned hereby authorizes the **City of Mt. Vernon** to request and to obtain any or all of the information described to be used for employment purposes.

As a condition of employment with the **City of Mt. Vernon**, candidates may be required to submit to fingerprinting if requested. The undersigned hereby gives permission to the **City of Mt. Vernon** to obtain my fingerprints and use my fingerprints to procure a criminal history and background check. I agree to provide my fingerprints upon request.

This authorization for release of information includes, but is not limited to matters of opinion relating to my character, ability, reputation, and past performance. I authorize all persons, schools, companies, corporations, and law enforcement agencies to release such information without restriction or qualifications to the **City of Mt. Vernon**, and any of their officers, agents, employees and servants I voluntarily waive all recourse and release them from liability from complying with this authorization.

The undersigned hereby releases the **City of Mt. Vernon** and any person who provides the foregoing information to the **City of Mt. Vernon** from any liability and damage of whatsoever nature or type because of furnishing the information described above.

Job applicants are not obligated to disclose sealed or expunged records of conviction or arrests (IL Public Act 093-0211). Any omission or untrue statements not in accordance with IL Public Act 093-0211 will be grounds for rejection or termination.

I authorize that a photocopy of this release will be considered as valid as the original.

Date: _____

Signature

Drivers License Number

Social Security Number

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Post-Offer Pre-Employment Drug Testing Consent Form

As a condition for employment, I understand that post-offer candidates for safety-sensitive positions must agree to submit to a drug test. If the test results are positive, the offer of employment may be revoked by the City of Mt. Vernon. I understand that I may be asked to submit blood or urine for testing. I understand that I do not have to provide such a specimen if I choose not to do so, but that my refusal will result in revocation of any conditional offer of employment. The City of Mt. Vernon will pay the cost of the post-offer/pre-employment drug test. Any additional treatment or cost relating to the results of the testing is the candidate's responsibility.

The City of Mt. Vernon will maintain the results of the post-offer/pre-employment drug test. Negative and positive results will be reported to the Director of Human Resources.

I understand the above conditions and hereby agree to comply with them. I hereby give full consent to undergo a drug test as a condition of employment with the City of Mt. Vernon. I hereby give consent to and authorize any physician or third-party testing service chosen by the City to take a specimen from me and perform testing on that specimen in any manner that he/she/it deems appropriate. I hereby give full consent and authorize any physician or third-party testing service chosen by the City to release the results of the testing to the City's Director of Human Resources. I understand that the physician or third-party testing service chosen by the City may require additional authorization or consent from me prior to performing any test or prior to releasing the results to the City.

Print Applicant's Name

Telephone Number

Address

City, State, Zip

Applicant's Signature: _____ Date _____

Witness Signature: _____ Date _____

Applicants Under Age 18 -- Please Complete, additionally

I understand the above conditions and authorize the City of Mt. Vernon to conduct a pre-employment drug/alcohol test on my minor child or dependent.

Print Name of Parent or Guardian

Telephone Number

Address

City, State, Zip

Parent or Guardian Signature: _____ Date _____

Witness Signature: _____ Date _____

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Authorization for release of Employment Information

I, _____, authorize my former employers
(name of applicant)
to release any and all information regarding my job performance at the company which
may be requested by **City of Mt. Vernon, Illinois**. I understand and acknowledge that
the information furnished by you (either in writing or orally), will be used to check my
references and past employment history for use in determining my qualifications and
fitness for a job position for which I have applied.

Should you have any questions regarding this release of liability, please contact:

Cheryl Conner
Director of Human Resources

Phone: **618-242-6810**

Signed:

Date: _____

Print Name