

APPLICATION FOR EMPLOYMENT

CITY OF NEOGA
DEPARTMENT OF POLICE
533 CHESTNUT AVE. PO BOX 248
NEOGA, ILLINOIS 62447
(217) 895-3237

An Equal Opportunity Employer

INSTRUCTIONS: It is important that you fill out all sections of this application completely and to the best of your ability. Your application will be used as part of the examination process and, therefore, should represent your best effort. A photocopy of your drivers license and a recent head and shoulders photograph must be attached to this application.

Current Information

Position Applied For _____ Date _____

When will you be available for employment? _____ Are you seeking: Full Time Part-time
 Temp Summer Work

NAME _____
Last First Middle

PRESENT ADDRESS _____
Street & No., RFD, or P.O. Box City State Zip

PERMANENT ADDRESS _____
Street & No., RFD, or P.O. Box City State Zip

TELEPHONE _____
Home Business If neither, where can you be reached? _____

Social Security Number _____

General Information (Attach additional sheet if needed)

a. Have you ever been employed with the City of Neoga? YES NO
If yes, what dept. & when? _____

b. Have you filed an application with the City of Neoga within the last 6 months? YES NO

c. Apart from absences for religious observations, will you accept employment requiring occasional night work or weekend work? YES NO
Comments: _____

e. Are you related by blood or marriage to any City employee? YES NO
If yes, name _____ and relationship _____

f. If you are applying for a position involving significant driving, please list your driver's license number and the state where it was issued: Operator Chauffer

g. Have you ever been convicted of a felony or misdemeanor requiring imprisonment or in excess of \$50.00 fine? YES NO
If yes, please explain: _____

NOTE: A conviction record will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, how recent the offense was, and nature of the crime will be taken into consideration.

Education

Give your complete educational history below

Circle highest school year completed
 1 2 3 4 5 6 7 8 9 10 11 12

High School _____
 Name City State Month/Year

Have you received a high school diploma or equivalent? YES NO If yes, when? _____

Education Beyond High School	Name and Location	Attended From Mo. Yr.	To Mo. Yr.	Circle Number Years Completed	Credit Hours	Degree Or Diploma	Year Received	Major Subject
College or University				1 2 3 4				
Graduate or Professional, Other				1 2 3 4				

Skills, Certifications

Please list any skills, abilities, special certifications, licenses, special training, or courses you have had that you feel are applicable to the position for which you applied. Include skills with equipment or machines you operate. If you wish consideration for a secretarial position, indicate speeds for typing and shorthand.

(a) _____ (f) _____
 (b) _____ (g) _____
 (c) _____ (h) _____
 (d) _____ (i) _____
 (e) _____ (j) _____

Employment

Record your complete work history in the spaces below. Begin with your current or most recent employer first. Attach as many sheets as is necessary to account for your full record. Be sure to account for gaps in your employment history. Related volunteer experience should also be listed.

A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____
 Name and title of supervisor _____ No. employees supervised by you _____
 Employer or company _____ Telephone # _____
 Date Employed _____ Address _____
 Date Separated _____ Duties: _____
 Full-time for: Years Months _____
 Part-time for: Years Months _____
 If part-time, number of hrs. worked per week _____ Reason for leaving _____
 If you are currently employed, may we inquire of this employer about your qualifications and character? YES NO

Employment (continued)

B. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer or company _____ Telephone # _____

Date Employed _____ Address _____

Date Separated _____ Duties: _____

Full-time for: Years Months _____

Part-time for: Years Months _____

If part-time, number of hrs. worked per week _____ Reason for leaving _____

C. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer or company _____ Telephone # _____

Date Employed _____ Address _____

Date Separated _____ Duties: _____

Full-time for: Years Months _____

Part-time for: Years Months _____

If part-time, number of hrs. worked per week _____ Reason for leaving _____

D. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer or company _____ Telephone # _____

Date Employed _____ Address _____

Date Separated _____ Duties: _____

Full-time for: Years Months _____

Part-time for: Years Months _____

If part-time, number of hrs. worked per week _____ Reason for leaving _____

Employment (continued)

E. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

Job Title _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ No. employees supervised by you _____

Employer or company _____ Telephone # _____

Date Employed _____ Address _____

Date Separated _____ Duties: _____

Full-time for: Years Months _____

Part-time for: Years Months _____

If part-time, number of hrs. worked per week _____ Reason for leaving _____

(Attach additional sheets if this does not account for your full record)

Military Service (Applicable Only to Veterans)

Please list any relevant military training or services which you may have obtained. Also list your service dates, present military status, etc. in the spaces provided:

(a) Date of entry: _____

(b) Date of separation: _____

(c) Service number: _____

(d) Service Branch: _____

(e) Special skills or training: _____

(This application must be signed)

I certify that, to the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly misrepresented or falsified any of the application information I may be disqualified for employment consideration or dismissed from employment with the City.

I authorize my current and former employers to give any information regarding my employment, together with any information regarding me whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same. I also permit the City of Neoga to conduct a Police and Court Records investigation of my background.

I also authorize schools and other educational institutions I may have attended to reveal my scholastic ratings to City of Neoga representatives who are investigating my educational background.

Signature..... Date.....

THANK YOU FOR APPLYING WITH THE CITY OF NEOGA

I, _____, hereby authorize those parties to whom this document is presented to make full disclosure of any and all records, reports, related documents or information that would reflect favorably or unfavorably upon my application to the City of Neoga. I further release from liability any person or persons or office or institution so providing aforementioned information in connection with the pre-employment investigation.

SIGNATURE

DATE

SELECTIVE SERVICE REGISTRATION

If you are a male and between the ages of 18 and 26, have you registered for Selective Service?

YES NO N/A

If you have not, you will have thirty (30) days to comply with the registration requirements if selected for a position as required by law.

SIGNATURE

DATE

CITIZENSHIP VERIFICATION REQUIREMENT

The Immigration Reform and Control Act, signed by the President on November 6, 1986, requires employers to institute procedures for verifying that every job applicant is either a U.S. citizen or authorized to be employed in the United States. Therefore, before you are hired with the City of Neoga you must present to the Personnel Office one of the following documents (you have three (3) working days from the date of hire to comply):

- 1) A U.S. passport,
- 2) A certificate of citizenship or naturalization,
- 3) An unexpired foreign passport authorizing U.S. employment, or
- 4) Resident alien card containing the identification and U.S. employment authorization.

We will also accept a combination of documents consisting of:

- 1) Either a Social Security card or U.S. birth certificate, or other regulation authorized certificates, AND
- 2) Driver's license or State ID card, or, for employees under 16 years of age, some other form of regulation authorized personal identification.