

Select any of the following applications that you are proficient in: **Word:** ____; **Excel:** ____; **PowerPoint:** ____; **Access:** ____; **Project:** ____; **Lotus 1-2-3:** ____; **GroupWise:** ____; **Outlook:** ____; **E-mail:** ____; **Word Processing:** ____; **Typewriter:** ____; **Calculator:** ____; **PC:** ____; **Fax:** ____; **Multi-line phone:** ____; **Other:** _____

List any information/skills/experiences/qualifications/instruction courses regarding you or your work history you feel adds value to employment with the Tazewell County Sheriff's Office and/or the position you are applying for:

Education History

	Name and Location	Years Completed	Graduate & Degree	Major
High School				
College				
Graduate/ Professional				
Trade School				

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

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

List professional, trade business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Indicate any foreign language you can speak, read and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

Employment Experience:

Please start with your present or most recent employment. Indicate a job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, national origin, disability, age or any other protected status.

1. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

2. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

3. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

4. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

5. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

6. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

7. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

8. Employer Name:	Job Title:	Supervisor:	Dates Employed: Begin: End:	Base Salary/ Hourly Wage:
Complete Address:			Phone Number:	
Job Duties Performed:				
Reason for leaving:				

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

Additional Information:

Other Qualifications - Summarize specific job-related and qualifications acquired from employment or other experiences:

State any additional information you feel may be helpful in considering your application:

Note to applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB OR HAVE REVIEWD THE POSITION’S WRITTEN JOB DESCRIPTION FOR WHICH YOU ARE APPLYING FOR.**

Are you capable of performing the essential functions of the position you are applying for with or without a reasonable accommodation: With:____ Without:____

References:

Please list three (3) business/work references that are not related to you and are NOT previous supervisors. If not applicable, list three (3) school or personal references that are not related to you.

1. **Name:**_____ **Relationship:** _____ **Years Acquainted:** _____

Address: _____ **Phone:** _____

2. **Name:**_____ **Relationship:** _____ **Years Acquainted:** _____

Address: _____ **Phone:** _____

3. **Name:**_____ **Relationship:** _____ **Years Acquainted:** _____

Address: _____ **Phone:** _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes:____ No:____

Remarks: _____

Employed Yes:____ No:____ **Date of Employment:**_____

Job Title:_____ **Hourly Rate:**_____ **Department:**_____

By:_____

Name and Title

Date

Permission for Security Check Agreement

I understand that employment requires proof of eligibility to work in the United States according to the Immigration and Control Act of 1988 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that I will need to successfully pass a background investigation, which may include inquiries to the Tazewell County Sheriff's Department and the Illinois State Police. Due to the nature of some positions, a polygraph test may also be required. I hereby give my permission to the Tazewell County Sheriff's Department to conduct such an investigation.

I hereby authorize the Tazewell County Sheriff's Office to make such investigations and inquire of my personal and employment history, Military background, education, driving record, arrest record, credit history (if applicable) and such other activities as are related to these application materials as may be necessary in arriving at an employment decision.

I further authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and their organization and the County of Tazewell, State of Illinois, from all liability, claims and causes of action for issuing same.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of Tazewell County.

Print Full Name: _____

List any other names in which your employment and/or education can be verified (Maiden names, etc.): _____

Drivers License Number: _____ **State:** _____

Date of Birth: _____ **Social Security Number:** _____

Signature of Applicant: _____

Subscribed and sworn before me this _____ **day of** _____, **20**__

Notary Public

If Mailing Application - Send To:

Tazewell County Sheriff's Office
Attn: Jane Stauffer
101 South Capital Street
Pekin, Illinois 61554

Revised 2/11