

# Employment Application for Tazewell County



Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
 \_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Position applied for: \_\_\_\_\_ Full-Time  Part-Time

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes  No  (If you have any questions as to what functions are applicable to this position for which you are applying, please ask the interviewer before answering this question.)

Are you authorized to work in the United States? YES  NO

Have you ever worked for Tazewell County? YES  NO  If yes, when? \_\_\_\_\_

Do you possess a valid Driver's License? YES  NO

Do you possess a valid Commercial Driver's License? YES  NO  If so, what classification? \_\_\_\_\_ State Issued: \_\_\_\_\_

Education				
Education	Name and Location of School	Number of Years Attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Trade, Business or Correspondence School				
Graduate				

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Do any of the references listed above know you by another name? Yes  No . If Yes, Which reference and which name do they know you by: \_\_\_\_\_

## Employment History

List most recent employment first. Be sure all your experience related to this job are listed here.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Skills: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Skills: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
Skills: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
Skills: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
YES NO  
May we contact your previous supervisor for a reference?

Do any of your previous employers listed above know you by another name? Yes  No . If Yes, which employers and by which name: \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Discharge Dishonorable? YES NO If yes, please explain (Optional):  
  \_\_\_\_\_

**IMPORTANT, PLEASE READ AND SIGN**

The information provided in this application is true and correct to the best of my knowledge. I understand that failure to reveal any prior employer or giving false or misleading information by me on any part of this Application for Employment can result in disqualification for employment consideration or if hired, may be grounds for termination from the County.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please follow the application submittal instructions on the Job Posting or submit to the Tazewell County Human Resource Department at 11 S. 4<sup>th</sup> Street, Suite 114, Pekin, IL 61554