

EMPLOYMENT APPLICATION

700 NORTH MAIN, EUREKA, IL 61530, 309.467.2337



DATE OF APPLICATION ____ / ____ / ____ APPLICATION POSITION _____
Only One Position per Application

PLEASE PRINT CLEARLY

NAME _____			SOCIAL SECURITY # _____		
<i>Last</i>	<i>First</i>	<i>Middle</i>			
ADDRESS _____		<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
TELEPHONE # (____) _____	MOBILE/OTHER PHONE # (____) _____		E-MAIL ADDRESS _____		
EMERGENCY CONTACT _____		RELATIONSHIP _____		TELEPHONE # (____) _____	
ADDRESS _____		<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

IF YOU ARE UNDER 18, AND IT IS REQUIRED, CAN YOU FURNISH A WORK PERMIT? YES NO
 IF NO, PLEASE EXPLAIN. _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? YES NO IF YES, GIVE DATES AND POSITIONS. _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION(S) OF THE LAW, INCLUDING MOVING TRAFFIC VIOLATIONS? YES NO
 IF YES, PLEASE PROVIDE INFORMATION. _____
Statute or ordinance (if known); Date of charge; Date of conviction; County, City, State or conviction

DATE AVAILABLE FOR WORK ____ / ____ / ____ WHAT IS YOUR DESIRED SALARY RANGE? \$ _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME PART-TIME TEMPORARY PRN SEASONAL
 DAYS EVENINGS NIGHTS
 WEEKENDS HOLIDAYS
 MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

CAN YOU TRAVEL IF THE JOB REQUIRES IT? YES NO IF YES, DRIVER'S LICENSE # _____ STATE _____

EMPLOYMENT HISTORY Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER
		FINAL \$	PER
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
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MAY WE CONTACT FOR REFERENCE? YES NO LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY	
		START \$	PER
		FINAL \$	PER

AFFIRMATIVE ACTION VOLUNTARY INFORMATION



We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is **NOT** a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

APPLICANT INFORMATION

NAME _____ TELEPHONE # (____) _____
Last First Middle

ADDRESS _____
Street City State Zip Code

MALE FEMALE

PLEASE CHECK ONE OF THE FOLLOWING EQUAL OPPORTUNITY IDENTIFICATION GROUPS:

- WHITE (NOT OF HISPANIC ORIGIN) BLACK (NOT OF HISPANIC ORIGIN) HISPANIC
- AMERICAN INDIAN/ALASKAN NATIVE ASIAN/PACIFIC ISLANDER

DATE OF APPLICATION: ____ / ____ / ____ POSITION(S) APPLIED FOR: _____

REFERRAL SOURCE:

- WALK-IN GOVERNMENT EMPLOYMENT AGENCY PRIVATE EMPLOYMENT AGENCY
- EMPLOYEE RELATIVE SCHOOL
- ADVERTISEMENT - SOURCE: _____ OTHER

NAME OF PERSON WHO REFERRED YOU (IF APPLICABLE): _____

FOR ADMINISTRATIVE USE ONLY

POSITION(S) APPLIED FOR: Available Not Available

OTHER POSITIONS CONSIDERED FOR: _____

HIRED? Yes No

POSITION HIRED FOR: _____ DATE OF HIRE: ____ / ____ / ____

FROM THE EEO JOB CLASSIFICATIONS LISTED BELOW, WHICH ONE BEST DESCRIBES THE POSITION FILLED?

- Directors and Managers Sales Workers Operatives (semi-skilled)
- Professionals Office and Clerical Workers Laborers (unskilled)
- Technicians Craft Workers (skilled) Service Workers

NOTES: _____

COMPLETED BY: _____ DATE: _____