

**CITY OF BELLEVILLE**  
**510 West Main Street**  
**BELLEVILLE, IL 62220**  
**APPLICATION FOR EMPLOYMENT**

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classification.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Are you over 18 years old?  Yes  No

E-mail: \_\_\_\_\_

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Are you aware of the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift preferred \_\_\_\_\_ Part-Time \_\_\_\_\_ Full-Time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

| EDUCATION                       | NAME & LOCATION OF SCHOOL | YEAR GRADUATED | MAJOR | DIPLOMA/ DEGREE |
|---------------------------------|---------------------------|----------------|-------|-----------------|
| High School                     |                           |                |       |                 |
| College/University              |                           |                |       |                 |
| College/University              |                           |                |       |                 |
| <b>Other Training Education</b> |                           |                |       |                 |

In addition to your work history (reverse side), list your other qualifications, skills or experience that make you a great candidate for working with the City of Belleville.

**POSITION APPLIED FOR:** \_\_\_\_\_

Wage or salary desired? \_\_\_\_\_ When can you start? \_\_\_\_\_

(OVER)

**WORK HISTORY**May we contact your present employer?  Yes  No

|  |   |
|--|---|
| Most Recent Employer                         | Description of Duties                                       |
| Address                                      |   |
| City/State/Zip                               |   |
| Name/Title/Telephone<br>Number of Supervisor |   |
| Reason for Leaving                           | Date Started/Starting Salary<br>Date Left/Salary on Leaving |
| Previous Employer                            | Description of Duties                                       |
| Address                                      |   |
| City/State/Zip                               |   |
| Name/Title/Telephone<br>Number of Supervisor |   |
| Reason for Leaving                           | Date Started/Starting Salary<br>Date Left/Salary on Leaving |
| Previous Employer                            | Description of Duties                                       |
| Address                                      |   |
| City/State/Zip                               |   |
| Name/Title/Telephone<br>Number of Supervisor |   |
| Reason for Leaving                           | Date Started/Starting Salary<br>Date Left/Salary on Leaving |
| Previous Employer                            | Description of Duties                                       |
| Address                                      |   |
| City/State/Zip                               |   |
| Name/Title/Telephone<br>Number of Supervisor |   |
| Reason for Leaving                           | Date Started/Starting Salary<br>Date Left/Salary on Leaving |

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the City of Belleville to make an investigation of any of the facts set forth in this application.

I understand that employment with the City of Belleville is "at-will," which means that either I or the City can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_