

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.) _____

Give name, address and telephone number of three references who are not related to you and are not previous employers.

EDUCATION

	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE PROFESSIONAL
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				
Honors Received:				

State any additional information you feel may be helpful to us in considering your employment:

Summarize special skills and qualifications acquired from employment or other experience.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.

1 EMPLOYER	DATES EMPLOYED		WORK PERFORMED	
	FROM	TO		
ADDRESS				
PHONE				
JOB TITLE	HOURLY RATES/SALARY			
SUPERVISOR	STARTING	FINAL		
REASON FOR LEAVING				
2 EMPLOYER	DATES EMPLOYED			WORK PERFORMED
	FROM	TO		
ADDRESS				
PHONE				
JOB TITLE	HOURLY RATES/SALARY			
SUPERVISOR	STARTING	FINAL		
REASON FOR LEAVING				
3 EMPLOYER	DATES EMPLOYED		WORK PERFORMED	
	FROM	TO		
ADDRESS				
PHONE				
JOB TITLE	HOURLY RATES/SALARY			
SUPERVISOR	STARTING	FINAL		
REASON FOR LEAVING				
4 EMPLOYER	DATES EMPLOYED			WORK PERFORMED
	FROM	TO		
ADDRESS				
PHONE				
JOB TITLE	HOURLY RATES/SALARY			
SUPERVISOR	STARTING	FINAL		
REASON FOR LEAVING				

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

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, gender identity, pregnancy and pregnancy-related conditions, disability or handicap (provided the applicant has the ability to perform the essential functions of the position either with or without reasonable accommodation).

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application or any other pre-employment documents shall result in termination when discovered. If I am provided with a conditional offer of employment, I agree to sign all required consents and authorizations for the Company to obtain an investigative consumer report and/or a report from any law enforcement agency which may include both general and personal information about me, including but not limited to, information concerning my criminal history. I authorize investigation of all statements contained herein and authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

In consideration of my employment, I agree to conform to the rules and regulations of the Company and agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself and without notice or liability for wages or salary except such earned at the date of such termination. I understand that no manager, supervisor or representative of management, other than the President (or ranking officer), has any authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that, if I believe I have been discriminated against, I have the right to notify the Equal Employment Opportunity Commission or the Illinois Department of Human Rights.

In the event that I am employed, I understand that regardless of the shift and job that I am first assigned, I may be required to accept a change of job or shift depending on my demonstrated skills after employment and the needs of the Company. I consent to take any physical or medical examinations, including blood and urine or other tests for alcohol and drugs, requested by the Company in connection with the processing of my application for employment and further agree to take any such physical or medical examinations requested by the Company during my employment if I am offered and accept a job. I understand that such an examination will be required only when job-related and consistent with business necessity to determine my competence to perform the job or work for which I was hired, or to identify any physical or mental condition bearing on my job performance. I understand that refusal to submit to any physical or medical examination ordered by the Company will result in rejection for employment, if employed, or for disciplinary action up to and including immediate discharge. I further understand that any information obtained through such exams may be retained by the Company and is exclusively the Company's property. I also understand that the examinations will be performed by medical personnel, clinics or laboratories qualified to do the necessary work and costs for such examinations will be borne by the Company.

Signature of Applicant

Date

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Position Considered _____

Interviewed By _____ Date _____

Accepted for Employment _____

Comments _____
