



**CITY OF HERRIN** • 618 - 942 - 3175  
300 North Park Ave. • Herrin, Illinois 62948

## NOTICE TO APPLICANTS

This notice shall act to advise any and all applicants for positions with the City of Herrin of the following matters:

1. Any applicant who causes an application for employment to be placed on file for any position with the city shall relinquish right to said application and the same shall become the property of the city.
2. No application will be accepted, reserved or filed for any position with the city until such time as a position is specifically advertised as open and available.
3. All applications filed with the city shall be reserved on file for not more than ninety (90) days following the date of filing, unless, the position for which the application has been tendered has not been filled within said time period, in which case the application will be kept on file until such time as the position has been filled.
4. All applicants making application with the city authorize a background and reference check as set out more clearly on the face of the application itself.
5. All applicants with the city shall file only the original application supplied to them rather than any copies or duplicates.
6. Each person wishing to apply for a vacant position with the city shall be entitled to no more than one application unless there is good cause to suspend such rule.

The undersigned certifies that (s)he has read the above and foregoing, understands the same, agrees to be bound accordingly and accepts such as part of the terms and conditions for applying with the city of Herrin, Illinois for employment.

Dated this \_\_\_\_\_ day \_\_\_\_\_, \_\_\_\_\_

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Applicant

# APPLICATION FOR EMPLOYMENT

(an equal opportunity employer)

## INSTRUCTIONS TO APPLICANT:

1. You must fully and accurately complete this Application for Employment. Incomplete applications will not be considered.
2. This Application for Employment will be inactive after ninety (90) days. If you want to be considered after that time, you must complete a new Application for Employment.

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE

PRIOR ADDRESS \_\_\_\_\_  
STREET CITY STATE

PHONE NO. \_\_\_\_\_ REFERED BY \_\_\_\_\_

- \_\_\_\_\_ Yes \_\_\_\_\_ No If you are hired, can you supply proof of your age?
- \_\_\_\_\_ Yes \_\_\_\_\_ No If you are hired, can you supply the required documentation to verify your lawful right to work in the United States?
- \_\_\_\_\_ Yes \_\_\_\_\_ No Have you ever been convicted of a felony?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_ Date You \_\_\_\_\_ Salary \_\_\_\_\_  
Desired: \_\_\_\_\_ Can Start: \_\_\_\_\_ Desired: \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY THIS COMPANY BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

EDUCATION	<u>NAME OF SCHOOL</u>	<u>YEARS ATTENDED</u>	<u>DATE GRADUATED</u>	<u>SUBJECT STUDIED</u>
HIGH SCHOOL				
COLLEGE				
TRADE SCHOOL				

FORMER EMPLOYERS: (MOST RECENT EMPLOYER FIRST)

<u>DATE MONTH/YEAR</u>	<u>NAME &amp; ADDRESS OF EMPLOYER</u>	<u>SALARY</u>	<u>POSITION</u>	<u>REASON FOR LEAVING</u>
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FROM  
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WHICH OF THESE EMPLOYERS CAN WE CONTACT FOR A REFERENCE REGARDING YOUR JOB PERFORMANCE? \_\_\_\_\_

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT OMISSION OR MISREPRESENTATION OF FACTS MAY BE GROUNDS FOR REJECTION OF THIS APPLICATION, OR DISMISSAL FROM EMPLOYMENT IF SUBSEQUENTLY DISCOVERED.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN, AND OF 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. I RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY MAY BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE. I FURTHER UNDERSTAND THAT ONLY THE COMPANY PRESIDENT OR ANOTHER PERSON SPECIFICALLY DESIGNATED BY COMPANY PRESIDENT HAS THE AUTHORITY TO CREATE OR ENTER INTO ANY EMPLOYMENT AGREEMENT ON BEHALF OF THE COMPANY.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO COMPLY WITH ALL RULES, REGULATIONS AND EMPLOYMENT POLICIES OF THE COMPANY.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_