APPLICATION FOR EMPLOYMENT
City of Polo
115 South Franklin Avenue
Polo, Illinois 61064

Notice:

The City of Polo complies with all State and Federal equal opportunity laws. Qualified applicants shall be considered for each and every position requested without regard to race, color, religion, sex, national origin, age, marital status, ancestry, veteran status, unrelated medical conditions, handicaps, or other area as set forth by law.

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Position requested: ___________________________________________________

Date applicant could begin work: ________________________________________

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APPLICANT INFORMATION

1.) Please provide only that information which is required for and relevant to the position for which you are applying.

Name  _____________________________________________________________
      (Last)   (First)   (Middle initial)

Current Address  ______________________________________________________
      (Street)  (City)  (State)  (Zip)

Phone_____________ _____________
      (Home)    (Work)

Are you at least 18 years old? ______________

Are there any physical, mental, or emotional problems that would interfere with your ability to perform the job for which you are applying in any way?

     (Yes)     (No)     (Not Sure)

If “Yes” or “Not sure”, please explain.
Why are you seeking this position? __________________________________________
_______________________________________________________________________

Are you legally eligible for employment within the United States of America? __________

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**Employment History**

Current or most recent employment:

Name of Employer: __________________________________________________________

Address: __________________________________________________________________

Type of Business: __________________________________________________________

Your position: __________________________________________________________________

    Start Date: _______________  End Date: _______________

Reason for leaving: __________________________________________________________________

Previous employment:

Name of Employer: __________________________________________________________

Address: __________________________________________________________________

Type of Business: __________________________________________________________

Your position: __________________________________________________________________

    Start Date: _______________  End Date: _______________

Reason for leaving: __________________________________________________________________

For additional prior work history, please attach another sheet of paper with additional history information as requested above.
List all skills and/or qualifications, which you believe, relate to the position for which you have applied, include any previous experience, training, award, recognition’s. Also list any machines, instruments, or other devices, which you can operate and which are relevant to this position.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

EDUCATIONAL BACKGROUND

Are you a High school graduate or G.E.D.? Yes No (circle one)
If you circled yes, from where? ____________________________________________

Secondary Education:
Name of school: ___________________ Years completed: ____________
Major or minor: ________________________________________________________
Degrees received: _______________________________________________________
_______________________________________________________________________

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REFERENCES

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I hereby acknowledge that all answers given are true and complete to the best of my knowledge.

________________________  ____________________
Signature                  Date