



**\*In accordance with Illinois Sate Law, an applicant for employment is not obligated to disclose sealed or expunged records of convictions or arrests.**

Specifics:

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Please answer the four (4) questions below if they are essential functions of the job you are applying for;

- |  |           |          |           |
|--|-----------|----------|-----------|
| 1. Do you posses a valid Drivers License?                                    | Yes _____ | No _____ | N/A _____ |
| 2. Do you possess a valid Commercial Drivers License (CDL)?                  | Yes _____ | No _____ | N/A _____ |
| 3. Can you prepare and produce typed material (typewriter, computer, other)? | Yes _____ | No _____ | N/A _____ |
| 4. Can you take notes verbatim (word for word) at a reasonable speed?        | Yes _____ | No _____ | N/A _____ |

Select any of the following applications that you are proficient in: **Word:** \_\_\_\_\_; **Excel:** \_\_\_\_\_; **PowerPoint:** \_\_\_\_\_; **Access:** \_\_\_\_\_; **Project:** \_\_\_\_\_; **Lotus 1-2-3:** \_\_\_\_\_; **GroupWise:** \_\_\_\_\_; **Outlook:** \_\_\_\_\_; **E-mail:** \_\_\_\_\_; **Word Processing:** \_\_\_\_\_; **Typewriter:** \_\_\_\_\_; **Calculator:** \_\_\_\_\_; **PC:** \_\_\_\_\_; **Fax:** \_\_\_\_\_; **Multi-line phone:** \_\_\_\_\_; **Other:** \_\_\_\_\_

List any information/skills/experiences/qualifications/instruction courses regarding you or your work history you feel adds value to employment with Tazewell County and/or the position you are applying for: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If licensing, certification or other authorization to practice a trade or profession is required for the position for which you are applying for, please complete the following:

Name of trade or profession: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Granted by: \_\_\_\_\_ City and State of: \_\_\_\_\_  
 Specialty: \_\_\_\_\_ Licensed From: \_\_\_\_\_ To: \_\_\_\_\_

**Education History**

	Name and Location	Years Completed	Graduate & Degree	Major
High School				
College				
Graduate/ Professional				
Trade School				

**Employment Experience:**

Please start with your present or most recent employment. Indicate a job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, national origin, disability, age or any other protected status.

<b>1. Employer Name:</b>	<b>Job Title:</b>	<b>Supervisor:</b>	<b>Dates Employed:</b> Begin: End:	<b>Base Salary/ Hourly Wage:</b>
<b>Complete Address:</b>			<b>Phone Number:</b>	
<b>Job Duties Performed:</b>				
<b>Reason for leaving:</b>				

<b>2. Employer Name:</b>	<b>Job Title:</b>	<b>Supervisor:</b>	<b>Dates Employed:</b> Begin: End:	<b>Base Salary/ Hourly Wage:</b>
<b>Complete Address:</b>			<b>Phone Number:</b>	
<b>Job Duties Performed:</b>				
<b>Reason for leaving:</b>				

<b>3. Employer Name:</b>	<b>Job Title:</b>	<b>Supervisor:</b>	<b>Dates Employed:</b> Begin: End:	<b>Base Salary/ Hourly Wage:</b>
<b>Complete Address:</b>			<b>Phone Number:</b>	
<b>Job Duties Performed:</b>				
<b>Reason for leaving:</b>				

<b>4. Employer Name:</b>	<b>Job Title:</b>	<b>Supervisor:</b>	<b>Dates Employed:</b> Begin: End:	<b>Base Salary/ Hourly Wage:</b>
<b>Complete Address:</b>			<b>Phone Number:</b>	
<b>Job Duties Performed:</b>				
<b>Reason for leaving:</b>				

**References:**

Please list three (3) business/work references that are not related to you and are NOT previous supervisors. If not applicable, list three (3) school or personal references that are not related to you.

1. **Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Years Acquainted:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

2. **Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Years Acquainted:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

3. **Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Years Acquainted:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Permission for Security Check Agreement**

I understand that employment requires proof of eligibility to work in the United States according to the Immigration and Control Act of 1988 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that I will need to successfully pass a background investigation, which may include inquiries to the Tazewell County Sheriff's Department and the Illinois State Police. Due to the nature of some positions, a polygraph test may also be required. I hereby give my permission to the Tazewell County Government to conduct such an investigation.

I hereby authorize Tazewell County to make such investigations and inquires of my personal and employment history, education, driving record, arrest record, credit history (if applicable) and such other activities as are related to these application materials as may be necessary in arriving at an employment decision.

I further authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and their organization from all liability, claims and causes of action for issuing same.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I also understand that in the event I am selected for employment with Tazewell County, that I am responsible to abide and follow all rules and regulations of Tazewell County.

**Print Full Name:** \_\_\_\_\_

**List any other names in which your employment and/or education can be verified (Maiden names, etc.):** \_\_\_\_\_

**Drivers License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Application - Send To:**  
Tazewell County Department of Human Resources  
11 South 4<sup>th</sup> Street, Suite 432 Pekin, Illinois 61554