



CITY OF TUSCOLA

214 NORTH MAIN STREET - TUSCOLA, IL 61953
PHONE (217) 253-2112 - FAX (217) 253-5026 – EMAIL info@tuscola.org

Application for Employment

Name _____ Date _____

Address _____
Street City State Zip Code

Phone _____ Email address _____

Position Applied For _____

If necessary for the position, are you over? 16 18 21

Are you legally eligible for employment in the United States? No Yes (if yes, verification will be required)

Are you able to perform the essential functions of the position with or without accommodations? No Yes

If necessary for the position, are you able to provide a valid driver's license: No Yes

Education / Training

	School or Program	Field of Study / Duty or Training	Years or Course Completed	Certification or Degree Earned
High School				
College				
Business or Technical				
Military Service				
Certifications				

Employment History

List employers beginning with more recent. Include dates of military service.

Employer Name & Address	Position / Duties / Skills	Dates Employed	
		From	To
Reference Name & Contact		Reason for Leaving	

<u>Employer Name & Address</u>	<u>Position / Duties / Skills</u>	<u>Dates Employed</u>	
		From	To
		Reason for Leaving	
Reference Name & Contact			

<u>Employer Name & Address</u>	<u>Position / Duties / Skills</u>	<u>Dates Employed</u>	
		From	To
		Reason for Leaving	
Reference Name & Contact			

A resume may be attached for additional employment details or history

References

Name	Company/Position	Phone or Email	Years Known

Upon being notified of your hiring, you will be able to report to work within _____ days.

Hours/shifts you are available to work: _____

Are you able to work overtime (over 40 hours per week): _____

Authorization / Acknowledgement

I authorize all corporations, former employers, associates, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services and persons to release information they may have about me to the person or company with which this form has been filed, or their agent. I release all parties involved from any liability and responsibility for doing so.

I understand that the City of Tuscola is a drug and alcohol free work place and as such all employees of the City of Tuscola are subject to the City's drug and alcohol policies. All applicants considered for hire will be tested, according to our policies, as a condition of employment. Further I understand that I may be included in an ongoing random drug and alcohol testing program.

My status as an employee shall remain at all times an "employee at will" and no contracts expressed or implied have been offered to me. Finally, if any information provided by me on this form or attached hereto should prove false, disciplinary action up to and including discharge may be taken by the City.

Applicant's Signature

Date