



We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or any other legally protected status. We are an equal opportunity employer.

(Please Print)

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)			Drivers License Number
Have you ever been employed with us before?			Yes No
Are you currently employed?			Yes No
On what date would you be available for work?			Yes No
Are you available to work:			Yes No
Are you currently on "lay-off" status and subject to recall?			Yes No

### Education

	High School	Undergraduate/ College/University	Graduate/ Professional
School Name & Location			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			
Describe any Specialized training, skills, etc.			

List Professional, trade, business or civic activities and offices held.

*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.*


## References

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

## Employment Experience

Start with your present or last job. Include any job-related military services assignment and volunteer activities. You may exclude organizations which indicate race, religion, gender, national origin, handicap, or other protected status.

Employer	Dates Employed		Worked Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason For Leaving	Immediate Supervisor & contact information		
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason For Leaving	Immediate Supervisor & contact information		
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number	Hourly Rate/Salary		
	Starting	Final	
Job Title			
Reason For Leaving	Immediate Supervisor & contact information		

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

<b>Special Skills and Qualifications</b>
Summarize special job-related skills and qualifications acquired from employment and other experience.

This Employment Application must be signed by the Applicant in order to receive consideration for employment. By signing the application, the Applicant authorizes the City of Du Quoin to contact the personal and employment references listed herein, and, further, the Applicant attests that the information provided herein as well as any other information provided in support of this application, that said information is true, factual and correct. Providing incorrect or untrue information will result in dismissal of consideration or employment if hired by the City of Du Quoin.

The Applicants initials here—\_\_\_\_\_—indicate acknowledgment of the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date