

# VOLUNTEER SERVICES OF IROQUOIS COUNTY

Employment Application



APPLICANT INFORMATION													
Last Name			First			M.I.		Date					
Street Address						Apartment/Unit #							
City			State			ZIP							
Phone			E-mail Address										
Date Available			Social Security No.			Desired Salary							
Position Applied for													
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?						
EDUCATION													
High School			Address										
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
College			Address										
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
Other			Address										
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree			
REFERENCES													
<i>Please list three professional references.</i>													
Full Name					Relationship								
Company					Phone								
Address													
Full Name					Relationship								
Company					Phone								
Address													
Full Name					Relationship								
Company					Phone								
Address													

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DRIVING RECORD**

How long have you been a licensed driver?

Driver's License #	Expiration Date	Issue Date
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List any other states in which you have had a Driver's License in past?

Within past 5 years have you had a vehicle accident?      YES       NO

Been convicted of reckless or drunk driving?      YES       NO       Yes, give dates

Been cited for moving violations?      YES       NO       Yes, give dates

Has your driver's license ever been revoked or suspended?      YES       NO       Explain

Is your driver's license restricted?      YES       NO       Explain

Can you travel all of Iroquois County      YES       NO       Explain

**PERFORMANCE OF JOB FUNCTIONS**

Are you able to perform all the functions of the job for which you are applying?      YES without accommodation       YES with accommodation       NO

If you indicated you can perform all functions with an accommodation, please explain how you would perform the tasks.

Are you available for work      Full Time       Part Time       Explain

**SKILLS, TRAINING & QUALIFICATIONS**

Describe special skills, training, and or qualifications from former employment or education.

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**DISCLAIMER AND SIGNATURE**

I certify that the facts set forth in the application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statement on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at Volunteer Services of Iroquois County is "at will", which means that this company can terminate employment relationship at any time, with or without prior notice, and for any reason put prohibited by statue.

Signature	Date
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Volunteer Services of Iroquois County does not discriminate to programs or treatment of employment in programs or activities in compliance with Illinois Human Rights Act: the U.S. Civil Rights Act: Section 504 of the Rehabilitation Act: the Age Discrimination in Employment act: and the S.S. and Illinois Constitutions. If you feel you have been discriminated against, you have a right to file a complaint. For information, contact the Director of Volunteer Services at 815-432-5785