



APPLICATION FOR EMPLOYMENT

**Town of Cortland
59 South Somonauk Road
PO Box 519
Cortland, IL 60112-0519**

	POLICE
FT	_____
	Date Certified
PT	_____
	Date Certified

This application will evaluate your suitability for employment with the Town of Cortland. It is not an employment contract. It is the policy of the Town of Cortland to afford equal employment opportunities to all applicants without regard to race, sex, marital status, creed, national origin, age, sexual orientation, or disability. All applicants for employment are recruited, selected, and employed based on individual merit and ability concerning positions being filled. Be advised that as part of the application review process, the decision maker may conduct online research regarding the applicant with all appropriate equal employment opportunity guidelines. Such research may include, but not be limited to, social networking sites and search engines such as "Facebook," "Instagram," and "Google." Additional testing of job-related skills, mental/physical abilities, physical condition, and controlled substances may be required before and during employment.

Name _____ Date _____

(Please print clearly) First Middle Last Telephone No. _____

Present Address _____ How long have you lived there? _____
No. Street City State Zip

Position applied for: _____ Earnings expected: \$ _____

Are you over the age of 18? ___ Yes ___ No

If hired, can you furnish proof of age? ___ Yes ___ No Driver's License No. _____
(if required for position)

If employed and you are under 18, can you furnish a work permit? ___ Yes ___ No

Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status?
___ Yes ___ No (Proof of citizenship or immigration status will be required upon employment.)

Are you currently on a lay-off or subject to recall? ___ Yes ___ No

On what date are you available for work if you are offered employment? _____

Are you available for work: ___ Full Time ___ Part Time ___ Occasional Nights ___ Temporary

Can you travel if a job requires it? ___ Yes ___ No Are you eligible to accept IMRF, if applicable? ___ Yes ___ No

Have you worked previously for the Town of Cortland? ___ Yes ___ No If yes, when? _____

Name of relatives employed by the Town of Cortland: _____

Can you perform the essential functions of the position you are applying for, with or without reasonable accommodations?
___ Yes ___ No

Have you ever used any names other than those shown above?
___ Yes ___ No
If yes, please list: _____

If you served in the military, please provide the place and date of separation from service.

Have you been convicted of a felony within the last seven years? ___ Yes ___ No (Conviction will not necessarily disqualify you from employment.)
If yes, please explain:

EDUCATION				
Type of School	School Name and Address	Did you Graduate?	Major (Include minor or emphasis if applicable)	Degree/ Certificate/ License
High School		___ Yes ___ No ___ Currently attending	n/a	n/a
College		___ Yes ___ No ___ Currently attending		
College		___ Yes ___ No ___ Currently attending		
Graduate School		___ Yes ___ No ___ Currently attending		
Business or Trade School		___ Yes ___ No ___ Currently attending		
Other		___ Yes ___ No ___ Currently attending		

ADDITIONAL QUALIFICATIONS ADD ADDITIONAL PAGES/DOCUMENTS AS NEEDED.
<p>Please share any additional information regarding your experiences and skills related to the position you are applying for.</p> <p>Applicable high school or college-related activities (ex., clubs, offices held, etc.)</p> <hr/> <hr/> <hr/> <p>Exceptional accomplishments (ex., awards, school honors, professional recognition, etc.)</p> <hr/> <hr/> <hr/> <p>List your experience with computers or equipment related to this position (ex., software programs, typing speed, office equipment, machinery, etc.)</p> <hr/> <hr/> <hr/>

Additional information (ex., involvement in professional organizations, training, etc.)

Date (Month & Year)	1-Company 2-Address	1-Type of Industry 2-Job Title	1-Name of Supervisor 2-Reason for Leaving	1-Phone Number 2-May We Contact?
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No
From _____	1.	1.	1.	1. ()
To _____	2.	2.	2.	2. ___ Yes ___ No

REFERENCES

References (Not Relatives)	Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

This application is not an offer, promise, or employment contract, expressed or implied. All employees are "at will" employees, which means that employees can terminate the employment relationship at any time, for any or no reason. The Town of Cortland reserves the same right. The Town of Cortland will not, and employees should not interpret any verbal or written statement, policies, practices, or procedures as altering their "at will" status.

I certify that the information is complete and accurate to my knowledge and belief. I understand that false or misleading statements in this application may result in the rejection of my application or termination of employment and benefits. I authorize the Town of Cortland and its agents, including consumer reporting bureaus, to verify this information.

Date _____ Signature _____

Interviewed by _____ Date _____

An offer of employment is contingent upon the applicant providing the necessary proof of citizenship or legal authorization to work in the U.S. by completing Form I-9.