

Application for Employment

The County of Whiteside, Illinois

Your interest in employment is appreciated and thank you for taking the time to complete this application. Unsolicited applications are retained in the files of the County Administrator’s Office for six (6) months. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. This list, however, is not exhaustive of the grounds on which discrimination is prohibited.

Background Checks.

Criminal Checks-For law enforcement employees, judiciary employees and certain types of healthcare workers, pre-employment criminal checks may be made at County expense.

Background Checks-By applying for a position with the County or an affiliate employer, applicants understand they are subject to background checks.

Offers of Employment.

Physical Exam-For those positions with essential job functions requiring strenuous or repetitive lifting/pulling/pushing and/or running, offers of employment will be made contingent upon the satisfactory outcome of a pre-employment physical examination, including a back evaluation, performed at County expense.

Drug and Alcohol screenings-For certain categories of employment (i.e., employees required to possess a CDL, law enforcement employees and judiciary employees) offers of employment will be made contingent upon the satisfactory outcome of a pre-employment drug/alcohol screening at County expense.

PLEASE PRINT LEGIBLY

Application Date: _____ / _____ / _____

Position(s) applied for: _____

Name: _____
Last First Middle Initial

Telephone: (preferred) _____ / _____ - _____ (best time to call: _____)
_____ / _____ - _____ (best time to call: _____)

Address: _____
Street City State Zip

Are you legally eligible for employment in the United States? Yes No
(If hired, you will be required to submit proof of your eligibility to work in the United States)

Are you over the age of eighteen? Yes No (If no, hire is subject to verification that you are of minimum legal age.)

Were you previously employed by the County? Yes No If yes, when? _____

Are you presently retired from an IMRF-employer? Yes No
(Retirement benefits may be affected by returning to work.)

Please list unique skills, credentials or experiences that would be of special benefit in the job for which you are applying.

Employment History

Please list your present and past employment, beginning with your most recent position.

Employer A

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Telephone : ____ / ____ - _____	Position: _____					
	Describe Your Work					

Employer B

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Telephone : ____ / ____ - _____	Position: _____					
	Describe Your Work					

Employer C

Employer's Name and Address	From		To		Reason For Leaving	Supervisor's Name
	Month	Year	Month	Year		
Telephone : ____ / ____ - _____	Position: _____					
	Describe Your Work					

I hereby authorize the County of Whiteside and its agents to contact the employers (X) below:

() **Employer A**

() **Employer B**

() **Employer C**

In addition, I offer the following as personal references, which may also be contacted:

Name

Relationship

Telephone

Education and Training (Resume may be substituted)

Name and Address		circle last year completed				Graduate?	Degree or Diploma
High School	Course of Study	1	2	3	4	Yes/No	
		1	2	3	4	Yes/No	
College/University	Course of Study	1	2	3	4	Yes/No	
		1	2	3	4	Yes/No	
		1	2	3	4	Yes/No	
Trade/Specialty School	Course of Study					Certificate or Diploma	

I hereby certify that the information submitted on and/or attached to this application, or which may be communicated to a follow-up employment interview, is true and correct. Proof of previous employment, education or any other statements made in this application or ensuing interview(s) may be required.

I understand that if I am offered and accept employment, information provided on this application that is false may cause my dismissal.

I further understand that some positions of employment in the County require pre-employment physicals and/or drug testing, pursuant to policies or collectively bargained operating procedures.

Signature of Applicant

Background and Interview Notes

Interview Notes:

Date: _____ **Time:** _____

- Prospective employee given (updated?) Class Specification/Job Description and list of Essential Job Functions.
 Discussed Essential Job Functions; Employee Signed-Off on Essential Job Functions/Reasonable Accommodations Made. (If accommodations were made, describe below.)
 Discussed pre-employment physical and alcohol/drug policies.
Was a verbal offer of employment extended to the applicant? Yes No

Hiring Notes: For those positions with essential job functions requiring strenuous or repetitive lifting/pulling/pushing and/or running, offers of employment will be made contingent upon the satisfactory outcome of a pre-employment physical examination, including a back evaluation, performed at County expense. The hiring department/office will make arrangements for the evaluation. (Call the Whiteside County Health Department at 815 / 626 - 2232 to make the appointment.)

Drug and Alcohol screenings. For certain categories of employment (i.e., employees required to possess a CDL, law enforcement employees and judiciary employees) offers of employment will be made contingent upon the satisfactory outcome of a pre-employment drug/alcohol screening at County expense. The hiring department/office will make arrangements for the evaluation.

Accepted offers of employment should be followed-up in writing within 24 hours. The follow-up correspondence should include the following:

1. The date and time of the prospective employee's pre-employment examination and that hiring is contingent upon a satisfactory outcome of the examination, including screenings.
2. The prospective employee's start time and date and beginning wage.
3. If applicable, the name of the prospective employee's immediate supervisor.
4. The prospective employee's approved work time.
5. The first day of health insurance coverage for a full-time employee.

Please complete the blue employment status sheet for the Administrator's Office ASAP.

Present the new hire with the enrollment Welcome Letter and pre-employment paperwork (may be included in the follow-up letter).