

**KENDALL COUNTY  
APPLICATION FOR EMPLOYMENT**

Position Desired: \_\_\_\_\_ [ ] Part time [ ] Full time Date \_\_\_\_\_

Name \_\_\_\_\_  
(Print) Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number City State Years Months

Telephone No. ( ) \_\_\_\_\_ Social Security No \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Have you ever worked for Kendall County before? [ ] [ ]  
If yes, please give dates and position: Yes No

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? [ ] Yes [ ] No  
If yes, please give the date(s) and details: (applicant is not obligated to disclose sealed or expunged records of conviction or arrest)

If yes, please give the date(s) and details:

(Do not include conviction records that have been expunged, sealed or impounded. A conviction is not an absolute bar to employment, but will be considered as it relates to fitness and ability to perform the job. Factors such as the date of the offense, the seriousness of the offense and rehabilitation will be taken into account.)

KENDALL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN ANY ASPECT OF EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, PREGNANCY, SEXUAL ORIENTATION, NATIONAL ORIGIN, MARITAL STATUS, AGE, ANCESTRY, VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS.

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, please explain circumstances:

May we contact your current employer?  Yes  No

If no, please explain:

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying.

Have you ever used another name?  Yes  No

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record. If yes, please explain.

If hired, can you furnish proof that you are over 18 years of age?  Yes  No

Have you ever been in the Military Service?  Yes  No

Are you capable of performing the functions of this job with or without reasonable accommodation?  
 Yes  No

Will you be able to work the position's normal work hours?  Yes  No

Are you legally authorized to work in the United States?  Yes  No

(You will be required upon employment to submit verification of your right to work in the United States.)

#### EDUCATIONAL BACKGROUND

School Name	Years Completed (Circle)	Diploma Degree	School Name	Years Completed (Circle)
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				

Other:

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. (Add additional page if necessary.)

<b>Present or Last Employer</b>	<u>Employed</u> From	<u>Pay</u> Start \$	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
	mo/yr			
Address	To	Final \$	Name and Title of	
City, State, Zip Code	mo/yr		<u>Last Supervisor</u>	
Telephone				
<b>Previous Employer</b>	<u>Employed</u> From	<u>Pay</u> Start \$	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
	mo/yr			
Address	To	Final \$	Name and Title of	
City, State, Zip Code	mo/yr		<u>Last Supervisor</u>	
Telephone				
<b>Previous Employer</b>	<u>Employed</u> From	<u>Pay</u> Start \$	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
	mo/yr			
Address	To	Final \$	Name and Title of	
City, State, Zip Code	mo/yr		<u>Last Supervisor</u>	
Telephone				
<b>Previous Employer</b>	<u>Employed</u> From	<u>Pay</u> Start \$	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
	mo/yr			
Address	To	Final \$	Name and Title of	
City, State, Zip Code	mo/yr		<u>Last Supervisor</u>	
Telephone				
<b>Previous Employer</b>	<u>Employed</u> From	<u>Pay</u> Start \$	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
	mo/yr			
Address	To	Final \$	Name and Title of	
City, State, Zip Code	mo/yr		<u>Last Supervisor</u>	
Telephone				

**PERSONAL REFERENCES**

Please list 3 persons who know you well - - not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known
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I CERTIFY THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

Date

Signature of Applicant

Please read this section carefully.

The information contained in this application is true to the best of my knowledge and belief. I understand that any misrepresentation of fact, as stated or implied, in my application, other employment documents, or interviews(s) may be sufficient reason for not hiring me and/or the immediate cancellation of any contract executed between Kendall County (the "County") and myself and a termination of any employment relationship.

I understand and agree that all information furnished in this application may be verified by the County or its authorized representative. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to the County. I further authorize all individuals and organizations named in this application to give the County all information relative to such verification. I hereby release such individuals and organizations and the County from any and all liability for any claim or damage resulting therefrom.

I understand that the County is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment. If hired, nothing in this application shall restrict my right as an employee or the County's right as an employer to terminate my employment at any time.

KENDALL COUNTY IS AN AT-WILL EMPLOYER