

The Northwestern Illinois Association

APPLICATION FOR EMPLOYMENT

We consider all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or veteran status.

(PLEASE PRINT)

Position(s) Applied for: Date:

How Did You Learn About Us:
Advertisement Relative Inquiry
Employment Agency Friend Other

Last Name First Name Middle Name

Address City State Zip Code

Telephone Number(s) Social Security Number (voluntary)

Best time to contact you at home is: ... AM / PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ... Yes No

Have you ever filed an application with us before? ... Yes No

If Yes, give date

Have you ever been employed with us before? ... Yes No

If Yes, give date

Do any of your friends or relatives, work for the NIA? ... Yes No

Are you currently employed? ... Yes No

May we contact your present employer? ... Yes No

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

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: ___ Full - Time
___ Part - Time

Are you currently on "lay-off" status and subject to recall? ... Yes No

Can you travel if a job requires it? ... Yes No

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Employment Experience

Start with your present or last job. Include any job-related volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, or disability.

1.	Employer		Dates Employed From: To:	Work Performed
	Address			
	Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer		Dates Employed From: To:	Work Performed
	Address			
	Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer		Dates Employed From: To:	Work Performed
	Address			
	Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer		Dates Employed From: To:	Work Performed
	Address			
	Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
	Job Title	Supervisor		
	Reason for Leaving			

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

List professional, business, or civic activities, and offices held.

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Additional Information

Other Qualifications

Specialized Skills (Check Skills or Enter Other Skills)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____
WPM _____	WPM _____	_____

State any additional information you feel may be helpful to us.

REFERENCES

1.	(Name)	Phone #
	(Address)	() -
2.	(Name)	Phone #
	(Address)	() -
3.	(Name)	Phone #
	(Address)	() -

Applicants Statement

I certify that the answers given in this application are true and complete.

I authorize the investigation of all statements contained herein as may be necessary in arriving at a decision to offer employment.

I understand this application for employment will be considered active for a period of 45 days. If I wish to be considered for employment beyond this time I will inquire as to whether or not applications are being accepted at this time.

If I am employed by this organization, I understand that any false or misleading information given in this application or in an interview may result in discharge. I also understand that I will be required to abide by all rules and regulations of this employer.

Signature of Applicant

Date

NAME: _____

POSITION: _____

DATE: _____

PLEASE RETURN THIS APPLICATION TO:

**NORTHWESTERN ILLINOIS ASSOCIATION
245 WEST EXCHANGE STREET, SUITE 4
SYCAMORE, ILLINOIS 60178**

FOR QUESTIONS, CALL 815.895.9227