

# KANE COUNTY

## Government and Elected and Appointed Officials' Offices



### APPLICATION FOR EMPLOYMENT

**Submit to:**

719 S. Batavia Avenue, Room 312  
Geneva, Illinois 60134

Position Desired \_\_\_\_\_  
Department \_\_\_\_\_

Today's Date \_\_\_\_\_

**NOTE:** Any person completing this Application shall be subject to a fingerprint-based criminal history record information check. Driver's history abstract and proof of insurance shall be obtained from or about all individuals who are hired by Kane County. Information obtained about an applicant's criminal conviction record will only be relied on by the County if it is job related. These issues will be addressed on an individualized basis considering factors such as: the nature and gravity of any offense or conviction; the time that has passed since the offense or conviction occurred (and the completion of any sentence, if applicable); and the nature of the job held or sought.

This application form is used by various Kane County departments and elected and appointed officials' offices. Kane County is considered the employer only of those personnel within its departments. Elected and appointed officials are the sole employers of their personnel; Kane County is neither the employer nor the joint employer of such personnel. Any applicant in need of a reasonable accommodation to participate in the application process due to pregnancy and/or a disability is encouraged to contact the Human Resources Department.

#### Personal Information

Name \_\_\_\_\_  

Last
First
Middle

Address \_\_\_\_\_  

Street
Apt.
City
State
Zip

Telephone (\_\_\_\_) \_\_\_\_\_

I certify I am legally eligible for employment in the United States (Proof will be required if hired)

Type of work desired:     Full-Time     Part-Time     Seasonal

Have you ever been convicted of any criminal offense?                       Yes     No

List all conviction information. NOTE: You are NOT required to disclose sealed, expunged, or impounded records of conviction. A record of conviction alone may not disqualify a candidate.

Have you ever been employed by Kane County?                                       Yes     No

If yes, please give the dates of your employment and the reason you left. \_\_\_\_\_

#### Education

	School Name and Location	Degree	GPA	Major
High School				
College/Technical				
Graduate				

**Skills And Qualifications**

Please list any language(s), other than English, that you speak, read or write and describe your skill level if you believe it is relevant to the position applied for:

Please indicate any of the areas in which you are skilled:       Computer       Calculator

PC Software you can use: \_\_\_\_\_

Summarize any additional job related training, licenses or knowledge that you have.

Can you safely perform the essential functions of the job you are applying for with or without a reasonable accommodation ( if pregnant or disabled)?

YES     NO

**Employment History**

List your last 3 employers starting with the most recent. Explain any gaps in employment in the comment section below.

Employer		Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities <input type="checkbox"/> Check this box if this was a temporary or contractual position
			From	To	
Address					
Job Title			Starting Hourly Rate/Salary		
Immediate Supervisor and Title				Per	
Reason for Leaving -			Final Hourly Rate/Salary		
				Per	
Employer		Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities Check this box if this was a temporary or contractual position
			From	To	
Address					
Job Title			Starting Hourly Rate/Salary		
Immediate Supervisor and Title				Per	
Reason for Leaving -			Final Hourly Rate/Salary		
				Per	
Employer		Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities Check this box if this was a temporary or contractual position
			From	To	
Address					
Job Title			Starting Hourly Rate/Salary		
Immediate Supervisor and Title				Per	
Reason for Leaving -			Final Hourly Rate/Salary		
				Per	

Comments (including explanation of any gaps in employment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Job-Related References Only**

1. Name \_\_\_\_\_ Ph# (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship: \_\_\_\_\_
  
2. Name \_\_\_\_\_ Ph# (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship: \_\_\_\_\_
  
3. Name \_\_\_\_\_ Ph# (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Relationship: \_\_\_\_\_

*Kane County is an equal opportunity employer. Auxiliary aids and other reasonable accommodations are available upon request to applicants, employees and other individuals with disabilities and to individuals who are pregnant and in need of a reasonable accommodation to effectively participate in the application process.*

**Please Read Carefully Before Signing. Persons employed by Kane County may be required to provide verification of information provided on this form.**

I UNDERSTAND THAT IF HIRED, I WILL BE CONSIDERED AN AT WILL EMPLOYEE, MEANING KANE COUNTY OR THE APPLICABLE ELECTED OR APPOINTED OFFICIAL, AS THE CASE MAY BE, AND I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I FURTHER UNDERSTAND THAT NEITHER THIS EMPLOYMENT APPLICATION NOR ANY OTHER KANE COUNTY OR ELECTED OR APPOINTED OFFICIAL'S POLICY, PERSONNEL POLICY HANDBOOK, PROCEDURE, RULE, PRACTICE, VERBAL OR EXPRESSED STATEMENT OR BENEFIT PROGRAM SHALL BE CONSTRUED AS EITHER AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT.

ALL PERSONS APPLYING FOR EMPLOYMENT WITH KANE COUNTY AND CERTAIN ELECTED AND APPOINTED OFFICIALS' OFFICES SHALL BE REQUIRED TO SUBMIT TO A FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT. IF THE CRIMINAL HISTORY INFORMATION PROVIDED BY THE APPLICANT DOES NOT CONFORM TO THE INFORMATION OBTAINED THROUGH THE CRIMINAL BACKGROUND CHECK, THE APPLICANT WILL BE GIVEN AN OPPORTUNITY TO EXPLAIN ANY DIFFERENCES. IF A SATISFACTORY EXPLANATION IS NOT GIVEN, THE APPLICANT GENERALLY WILL NOT BE CONSIDERED FURTHER FOR THE POSITION IF THE INFORMATION IS JOB RELATED AND/OR IF THERE ARE SIMILAR BUSINESS REASONS FOR THIS RESULT.

ALL APPLICANTS ARE REQUIRED TO SUBMIT DRIVER'S LICENSE INFORMATION AND PROOF OF INSURANCE IF JOB RELATED. KANE COUNTY WILL USE THIS INFORMATION TO OBTAIN AN ABSTRACT OF YOUR DRIVING HISTORY FROM THE ILLINOIS SECRETARY OF STATE OR DIVISION OF MOTOR VEHICLES FROM ANY OTHER STATE. A POOR DRIVING HISTORY MAY AFFECT YOUR ABILITY TO DRIVE A KANE COUNTY VEHICLE OR YOUR ON PERSONAL VEHICLE ON AUTHORIZED KANE COUNTY BUSINESS. THESE ISSUES WILL BE ADDRESSED ON A CASE BY CASE BASIS CONSIDERING ALL OF THE CIRCUMSTANCES INVOLVED AND THE NATURE OF THE POSITION APPLIED FOR.

Applicants will not be hired until the criminal history record information check has been completed and evaluated as set forth above. However, if operational needs require immediate hiring of personnel, an applicant may be hired as a temporary employee, without benefits, prior to the completion of the criminal background check. Such hiring will not constitute an offer for regular, full time employment, nor will it create any right or expectation of continued employment.

Kane County and the elected and appointed officials are Equal Opportunity Employers. Kane County and the elected and appointed officials do not discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I give Kane County and the relevant elected or appointed officials the right and authorization to investigate all references and to secure additional information about me, if job-related. In addition, I understand Kane County and the relevant elected or appointed officials may request information from various federal, state and other agencies that maintain records concerning my criminal history. I authorize without reservation any party or agency contacted by Kane County or a relevant elected or appointed official to furnish the above-mentioned information. I further authorize on-going procurement of the above-mentioned information at any time, either during the time my application for employment is being considered or throughout the duration of my employment in the event I am hired. I hereby release and hold harmless Kane County, the relevant elected or appointed official and their respective representatives and agents from any and all liability for seeking such information and all other persons, corporations or organizations for furnishing such information.

By completing and submitting this application, I understand and agree any misstatement or omission of fact contained in this application will result in the immediate withdrawal of this application for consideration for employment, or, in the event of my employment with Kane County or an elected or appointed officials' office, shall be considered sufficient cause for immediate discharge (no matter when discovered). I further understand and agree if I decline to complete any portion of the application process (except as expressly authorized as a form of a reasonable accommodation for a pregnant individual or an individual with a disability) my application will be treated as immediately withdrawn, and I will not be considered further for employment.

In consideration of my employment, I agree to conform to the rules and regulations, as amended from time to time, of Kane County or the elected or appointed official, as applicable. I acknowledge that I have read and understand all statements contained in this application, including the "At Will" and criminal background check and driver's license statements in CAPITAL print above, as evidenced by my signature below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY**

Kane County and the elected and appointed officials consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service. As required, Kane County and the elected and appointed officials comply with government regulations when they apply.

Please be advised that this survey is not a part of your application for employment. This survey is considered confidential information that will not be used in any hiring decision. This information is used for compiling and analyzing equal employment statistics only. Completion of this form is voluntary.

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Male  Female

**Equal Employment Opportunity Group**

- White  Black (not of Hispanic origin)  Hispanic
- American Indian/Alaskan Native  Asian/Pacific Islander

**Individuals with a Disability**

Individual with a Disability

**Veteran's Status**

- Vietnam-Era Veteran  Disabled Veteran  Special Disabled Veteran

**Referral Source**

Please tell us where you first heard about the position for which you are applying. Be as specific as possible.

- Walk-in  County employee \_\_\_\_\_
- Relative \_\_\_\_\_  School/college \_\_\_\_\_
- Advertisement/Newspaper \_\_\_\_\_  Faith based organization \_\_\_\_\_
- County department/office \_\_\_\_\_  Other \_\_\_\_\_

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