

**CITY OF TRENTON, ILLINOIS**  
**APPLICATION FOR EMPLOYMENT**  
*EQUAL OPPORTUNITY EMPLOYER*

DATE:

PERSONAL INFORMATION			
NAME (Last, First MI)			SOCIAL SECURITY NO. (voluntary)
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE	CELL PHONE	HOW DID YOU HEAR ABOUT THIS POSITION?	

EMPLOYMENT DESIRED		
POSITION	DATE AVAILABLE TO START	SALARY DESIRED
ARE YOU PRESENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR CURRENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU APPLIED TO WORK FOR THE CITY OF TRENTON BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF "YES" WHEN?	FOR WHAT POSITION?

EDUCATION HISTORY				
	NAME & LOCATION OF SCHOOL	YEARS	DID YOU GRADUATE	AREAS STUDIED
GRAMMAR/ELEMENTARY SCHOOL				
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL/ OTHER (SPECIFY)				

GENERAL INFORMATION			
LIST ANY SPECIALIZED TRAINING, APPRENTICESHIPS, SKILLS, LICENSES AND/OR CERTIFICATIONS			
US MILITARY VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH	DATES OF SERVICE	RANK AT SEPARATION
DO YOU HAVE THE LEGAL RIGHT TO ACCEPT EMPLOYMENT IN THE US? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU BEEN CONVICTED OF A CRIME IN THE PAST TEN (10) YEARS? <input type="checkbox"/> YES* <input type="checkbox"/> NO			
<i>*IF YES, PLEASE PROVIDE ALL DETAILS INCLUDING DATE/COURT (ATTACH SEPARATE PAGES IF NEEDED)</i>			

EMPLOYMENT HISTORY				
Please provide complete and accurate employment record beginning with present or last job. (attach additional sheets of paper if necessary). Include any job-related military service assignments and volunteer activities.				
DATE (MM/YYYY)	NAME & ADDRESS	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**REFERENCES**

List three (3) individuals who may be contacted concerning your work history and background. Do not include relatives, or individuals whom you have known for less than one year.

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

**APPLICANT CERTIFICATION/AUTHORIZATION**

I certify that answers given herein are true and complete.

I understand that any false information, omission or misrepresentation of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I authorize investigation of all statements contained herein and the references and employers listed above to give the City of Trenton any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the City of Trenton from any and all liability for any damage that may result from utilization of such information.

I understand that the use of illegal drugs is prohibited during employment.

I am willing to submit to testing to detect the use of illegal drugs and alcohol during employment.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and agree that if hired, my employment is for no definite period and can be terminated at any time, with or without notice, with or without cause by either party.

In the event that I am employed, I understand that regardless of the job I am first assigned, I may be required to accept a change of job, depending on my demonstrated skills after employment and/or the needs of the City.

I understand that I am required to abide by all rules and regulations of the City of Trenton.

APPLICANT NAME (PRINT)	APPLICANT SIGNATURE	DATE

Completed applications may be delivered in person to Trenton City Hall, faxed to 618/224-9136 or submitted electronically to [employment@trenton-il.com](mailto:employment@trenton-il.com). (If submitting electronically, applicants should type their full name in the 'APPLICANT SIGNATURE' field.)