

Answer the four questions below if they are essential functions of the job for which you are applying.

1. Do you possess a valid Driver's License? Yes _____ No _____ N/A _____
2. Do you possess a valid Commercial Drivers License Yes _____ No _____ N/A _____
3. Can you produce typed material (typewriter, computer, other)? Yes _____ No _____ N/A _____
4. Can you take notes verbatim (word for word) at a reasonable speed? Yes _____ No _____ N/A _____

List any in-service training, instruction courses or programs you have completed: _____

List any special information as to your work record you may deem of value: _____

Are there any other experiences, skills or qualifications that you feel would especially fit you for work with McLean County and/or the position for which you are applying? _____

If license, certificate or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following:

Name of trade or profession: _____ License Number: _____
 Granted By: _____ City and/or State of: _____
 Specialty: _____ Licensed From: _____ To: _____

EDUCATION	Name and Location	Years Completed				Diploma/Degree	Course of Study
		9	10	11	12		
High School							
College							
Graduate / Professional							
Trade School							

Describe your extra-curricular activities (e.g. professional/student organizations, leisure activities, civic, etc...):

EMPLOYMENT EXPERIENCE

Start with your present or last job. Indicate any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.

1. Employer	Dates Employed		Work Performed:
	From	To	
Address	Hourly Rate/Salary		
	Starting:		
Telephone	Final:		
Job Title	Supervisor		
Reason for Leaving			

2. Employer	Dates Employed		Work Performed:
	From	To	
Address	Hourly Rate/Salary		
	Starting:		
Telephone	Final:		
Job Title	Supervisor		
Reason for Leaving			

3. Employer	Dates Employed		Work Performed:
	From	To	
Address	Hourly Rate/Salary		
	Starting:		
Telephone	Final:		
Job Title	Supervisor		
Reason for Leaving			

4. Employer	Dates Employed		Work Performed:
	From	To	
Address	Hourly Rate/Salary		
	Starting:		
Telephone	Final:		
Job Title	Supervisor		
Reason for Leaving			

REFERENCES

List three business/work references who are not related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

1. _____
 Name Relationship Years Acquainted

 Address Phone

2. _____
 Name Relationship Years Acquainted

 Address Phone

3. _____
 Name Relationship Years Acquainted

 Address Phone

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge

I authorize McLean County to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

Signature of Applicant

Date

NOTE: If you are applying for a position with the following departments, you will need to complete a form for purposes of a background investigation. Please ask for one of these forms.

**CIRCUIT CLERK
DEPARTMENT COURT SERVICES
FACILITIES MANAGEMENT
PARKS AND RECREATION**

SHERIFF'S

METRO McLEAN COUNTY COMBINED COMMUNICATIONS CENTER (METCOM)

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Application reviewed by:

Name Date

Name Date

Name Date

Name Date

Name Date

Name Date