

# APPLICATION FOR EMPLOYMENT

Tri-County Opportunities Council  
405 Emmons Avenue  
P.O. Box 610  
Rock Falls, IL 61071  
1-800-323-5434  
[www.tcohelps.org](http://www.tcohelps.org)

*We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.*

Position(s) Applied For:		Date of Application:	
How Did You Learn About Us?			
Newspaper	Internet	Relative	Inquiry
Employment Agency	Friend	Agency Website/Facebook	
Other _____			

Last Name:		First Name:		Middle Name:	
Address:		City:		State: Zip:	
Telephone Number(s):			Email:		

Best time to contact you at home is: _____		
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, other than spouse, work here?	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? <i>Proof of citizenship or immigration status will be required upon employment</i>	Yes	No
Any other language spoken besides English? _____		
Date Available for work: _____	What is your desired salary range? _____	
Are you available to work:	Full-Time	Part-Time Temporary
Are you currently on "lay-off" status and subject to recall?	Yes	No
Can you travel if a job requires it?	Yes	No

**EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any job-related training received in the United States Military.

## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

## SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

Terminal PC/MAC Typewriter  WPM _____	Spreadsheet Word Processing Shorthand  WPM _____	<u>Production/Mobile Machinery (List)</u>  	<u>Other (List)</u>  
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# EMPLOYMENT EXPERIENCE

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

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Email Address			
Job Title			
Supervisor's Name			
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
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Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Email Address			
Job Title			
Supervisor's Name			
Reason for Leaving			

List professional, trade, business or civic activities and offices held. *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:*

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State any additional information you feel may be helpful to us in considering your application.

**NOTE TO APPLICANTS: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.**

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation?                      Yes                      No

## REFERENCES

Name:	Phone Number:
Address:	

Name:	Phone Number:
Address:	

Name:	Phone Number:
Address:	

## APPLICANT STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period for 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 hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date