Application for Employment

SouthCom Combined Dispatch Center

21113 Dettmering Dr., Matteson, IL. 60443

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip

PHONE _____ SOCIAL SECURITY_____/_____/_____

Position applied for? _____

Have you file an application here before? ☐ YES ☐ NO

If YES, give date. _____

Have you ever been employed here before? ☐ YES ☐ NO

If YES, give date. _____

Are you employed now? ☐ 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.)

On what date would you be available to work? _____

Are you available to work ☐Full-Time ☐Part-Time ☐Shift Work ☐Temporary

Are you on a lay-off and subject to recall? ☐ YES ☐ NO

Can you travel if the job requires it? ☐ YES ☐ NO

Have you been convicted of a felony within the last 7 years? ☐ YES ☐ NO

If YES, please describe _____

_____

(A conviction record will not necessarily bar employment with the department)

Veteran of the U.S. Military Service? ☐ YES ☐ NO

If YES, Branch _____

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. _____

_____

Indicate what **foreign** languages you speak, read, and/or write. *(When related to the position sought.)*

	Fluently	Good	Fair
Speak			
Read			
Write			

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. *(Where the name of the organization or club indicates your race, gender, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.)*__

_____

_____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience.

_____

_____

Employment Experience

Start with your present or last job. include military service assignments and volunteers activities. Exclude organization names which indicate race, color, religion, gender or national origin.

Employer

Dates Employed
From To

Work Performed

Address

Job Title

Hourly Rate/Salary
Starting Final

Supervisor

Reason for leaving

Employer

Dates Employed
From To

Work Performed

Address

Job Title

Hourly Rate/Salary
Starting Final

Supervisor

Reason for leaving

Employer

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Work Performed

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Starting Final

Supervisor

Reason for leaving

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

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

Education

	Elementary	High School	College	Graduate
School Name				
Years Completed	4 5 6 7 8	☐9 ☐10 ☐11 ☐12	☐1 ☐2 ☐3 ☐4	☐1 ☐2 ☐3 ☐4
Diploma/Degree				
Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				
Honors Received:				

Applicant Acknowledgment

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment forms will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with SouthCom.

I understand that SouthCom is in no way obligated to provide employment and that I am in no way obligated to accept employment with SouthCom. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of SouthCom to terminate my employment at any time at the option of SouthCom.

I also understand that, if hired, I am required to abide by all rules and regulations of SouthCom. SouthCom policies and procedures relating to conditions of employment are subject to modification by SouthCom without notice.

_____ _____

Signature of Applicant Date

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government record keeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant's provision of this information is voluntary and is not required in order to be considered for employment at SouthCom. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File .

(PLEASE PRINT)

Date _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Personal Contact ☐ Walk-In

☐ Employment Agency ☐ Other _____

Name _____ Phone _____

Address _____

Number Street City State Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the gender, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One: ☐ Male ☐ Female

Check one of the following: ☐ White ☐ Black ☐ Hispanic
☐ American Indian/Alaskan Native
☐ Asian/Pacific Islander

Check if any of the following are applicable:

☐ Vietnam Era Veteran ☐ Disabled Veteran
☐ Handicapped Individual