

MENARD COUNTY HIGHWAY DEPARTMENT

15620 Chautauqua Road
Petersburg IL 62675

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

**EQUAL
OPPORTUNITY
EMPLOYER**

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

AUTHORIZATION AND CERTIFICATION

Please read and initial each of the following statements. If you have a question regarding any of these statements ask for assistance prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

_____ I hereby certify that all the statements made on, or in connection with, my application are true, complete and correct to the best of my knowledge and belief without omissions of any kind. I agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal. I agree that Menard County shall not be liable in any respect if my employment is terminated because of false statements, answers or omissions made by me in this application.

_____ I authorize any person contacted to provide Menard County any and all information regarding my employment, education, and other information concerning any of the subjects covered by the application which may include but not limited to: Application of employment; performance evaluations; work records; wage rates; supervisors' comments; results of any and all tests; disciplinary reports or letters; and complaints or allegations regarding any records from my present and/or former employers. I release and hold harmless Menard County, its officers, agents, and employees, and the persons providing the information from any liability, related to the providing of this information.

_____ I understand that I may be required to successfully pass a drug/alcohol test and/or pre-employment physical exam to gain employment or continue employment with Menard County. I consent freely and voluntarily to participate in required drug/alcohol tests and/or a pre-employment physical exam at a location selected by Menard County, and consent to the release of the test results to Menard County. I hereby release and hold harmless Menard County, its officers, agents, and employees, and the laboratory, its employees, agents and contractors from any liability whatsoever, arising from the drug/alcohol tests and/or pre-employment exam and decisions concerning employment based upon the results of these tests.

_____ I authorize Menard County, its officers, agents, and employees to conduct a background check (including criminal) prior to making a decision regarding employment. I release and hold harmless Menard County, its officers, agents and employees, and the persons providing the information, from any liability related to the performance or result of this check.

_____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an "at-will" employee during this probationary period. In addition, I understand the Menard County maintains a drug-free, alcohol-free and violence-free workplace.

Signature _____

Date _____

**Attach Resume and additional pages if necessary.
This application for employment remains on file for six (6) months only.
Please renew your application after six (6) months.**

SUPPLEMENTAL QUALIFICATIONS QUESTIONNAIRE:

Using one of the following three codes (F-O-S), please indicate the extent to which you have participated in each of the following tasks by writing the code letter on the appropriate line. By participate, we mean that the majority of the work was done by you personally, and that the completed project represented your work.

“F” (frequently – I have performed this task so many times it is difficult to give precise figure)

“O” (occasionally – I have performed in the area more than three or four times but not on a steady basis)

“S” – (seldom – never – I have not performed this type of work or, if I have, it has been only a couple of times, thus I am not experienced in this area)

_____ Operate dump truck

_____ Operate motor grader

_____ Operate front-end loader

_____ Operate backhoe

_____ Haul trailer over 25' in length

_____ Operate farm-type tractor

_____ Operate brush-type mower

_____ Operate chainsaw

_____ Perform tree removal activities

_____ Perform flagging or traffic control

_____ Setup signing for work zones

_____ Participate in the construction and maintenance of roads and bridges

_____ Blade gravel roads or prepare grades

_____ Work with asphalt or concrete

_____ Conduct pre- and post-trip inspections of equipment

_____ Keep accurate and complete records of work accomplished for payroll and billing purposes

_____ Listen to concerns from the public and explain policies and procedures

_____ Have you ever plowed snow with any type of truck? Please specify dump truck or pickup, etc.
