



EQUAL EMPLOYMENT OPPORTUNITY DATA FORM

Please Return to:

City of Geneva – Human Resources
22 South First Street
Geneva, IL 60134

The following information will be used to determine the effectiveness of the City of Geneva's recruitment efforts towards diverse populations. This information will not be kept in your personnel records but will be retained within the City of Geneva's equal employment opportunity records. Providing the following information is voluntary. However, it is essential that you answer the questions in order to assist the City of Geneva with assessing its recruitment strategies. The City of Geneva is an equal opportunity employer in compliance with all State and Federal laws, statutes, guidelines, standards, policies, and administrative regulations governing the offering of employment, hiring, and promotional opportunities.

Position Applied For: _____ Date of Birth: _____

Gender

- Male
- Female

Highest Education Level Completed

- GED
- High School
- Technical/Trade School
- Associates
- Bachelors
- Graduate/Professional
- Other

Are you physically or mentally disabled?

- Yes
- No

Racial/Ethnic Identification (check all that apply)

- American Indian or Alaskan (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- White or Caucasian (Not Hispanic or Latino)
- Other, _____

Military Service (check all that apply)

- Veteran
- Vietnam-era veteran – served on active duty for more than 180 days during Vietnam-era (08/05/64 – 05/07/75)
- Special disabled veteran – disability rated at 30% or more
- Disabled veteran
- Not Applicable



APPLICATION FOR EMPLOYMENT

Please Return to:
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 Geneva, IL 60134

We welcome you as an applicant for employment with the City of Geneva. In accordance with federal, state and local laws, the City of Geneva is committed to recruit, hire, promote, train and evaluate all personnel without regard to race, color, religion, sex, age, national origin, citizenship status, sexual orientation, marital status, veteran status, disability, or any other protected group status (except when gender, age, or physical ability is a bona fide occupational qualification).

The City of Geneva complies with the Americans with Disabilities Act (ADA). If you are an individual with a disability and require assistance or accommodation in filling out this application, please contact the Human Resource Department at (630) 232-0867.

Please Print or Type

Position Applied For	Full-Time Part-Time Seasonal	Today's Date
		Desired Salary Range
		Date Available

Personal Information

Last Name	First Name		Middle Initial
Street Address	City	State	Zip Code
Phone Number	Email Address		

Are you at least 18 years of age? Yes No

Are you related to any employee or elected official of the City of Geneva? Yes No
 If yes, state their name and relationship to you _____

Have you ever been employed by the City of Geneva? Yes No
 If yes, give dates _____ Position _____

Are you legally authorized to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment.

Do you possess a valid driver's license? Yes No

Have you ever pled guilty or no contest to or been convicted of a felony crime? Yes No

Note: Answering "yes" does not constitute an automatic bar to employment and only will be considered as it relates to the position for which you applied. Applicants are not obligated to disclose sealed or expunged records of conviction or arrest, or minor traffic citations. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Education and Training

School	Name and Address	Years Completed	Course of Study	List Diploma or Degree
High School/ GED				
University, College, Vocation or Business Schools, and Other Higher Education				

List any special courses, seminars, workshops, training, licenses, certificates, and/or professional memberships applicable to the position for which you are applying.

You may exclude any memberships that would reveal race, color, national origin, religion, creed, gender, sexual orientation, age, disability, marital or veteran status, or any other legally protected status.

Are you a veteran of the U.S. Military? Yes No If yes, branch _____

Describe any job-related training you have received in the United States military.

Employment Record

Start with your most recent employment record in reverse order. Account for any time that you were unemployed by stating the nature of your activities. Use additional paper if necessary. You must complete this section even if submitting a resume.

Employer _____ Position _____ FT PT Temp
Address _____ City _____ State _____ Zip _____
Dates From: _____ To: _____ Salary: \$ _____
Supervisor's Name _____ Telephone Number _____
Job Duties _____

Reason for Leaving _____

Employer _____ Position _____ FT PT Temp
Address _____ City _____ State _____ Zip _____
Dates From: _____ To: _____ Salary: \$ _____
Supervisor's Name _____ Telephone Number _____
Job Duties _____

Reason for Leaving _____

Employer _____ Position _____ FT PT Temp
Address _____ City _____ State _____ Zip _____
Dates From: _____ To: _____ Salary: \$ _____
Supervisor's Name _____ Telephone Number _____
Job Duties _____

Reason for Leaving _____

Have you ever been terminated or asked to resign from any job? Yes No
If yes, explain: _____

May we contact your present employer as to your qualification and character? Yes No
If no, explain: _____

Professional References

Please list three references that are familiar with your work history and experience. Do not list relatives, friends, or personal references.

Name and Title		Company	
Phone Number	Relationship	Years Known	

Name and Title		Company	
Phone Number	Relationship	Years Known	

Name and Title		Company	
Phone Number	Relationship	Years Known	

Applicant's Statement

I certify that all answers given herein are true, accurate, and completed to the best of my knowledge. I understand that any omissions, misrepresentations, or false statements throughout this application or any additional documents submitted are grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I further understand that I am required to abide by all rules and regulations of the City of Geneva.

In consideration of my application for employment, I authorize the City of Geneva to investigate my references, work record, transcripts, and other supporting sources related to my suitability for employment. I understand that for certain positions inquiries by the City of Geneva may include investigating criminal convictions and/or contacting former employers and other references listed on this application, and I agree to cooperate in such investigations. I understand that a post-offer medical examination, including a drug screen, will be required for this position

I release the City of Geneva from any and all liability that might result from conducting a background investigation. I further release from liability anyone supplying information related to such investigation.

I understand that neither this document, nor the City of Geneva Personnel Policy Manual, nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I acknowledge that I have read the above statements and grant permission to verify the information supplied on this application for employment and employment-related documents I have provided. By typing my name below I am signing this Application electronically and I agree my electronic signature is the legal equivalent of my manual signature on this Application.

Signature of Applicant

Date