



## 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

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22 South First Street  
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: | <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time<br><input type="checkbox"/> 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 will be considered only as it relates to the position applied for. 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.

Where did you first learn of this job opening?  City's Website  Job Board  Word of Mouth  
 Print Ad  Social Media  Other \_\_\_\_\_

### Education and Training

| School  | Name | Years Completed | Course of Study | List Diploma or Degree |
|---|------|-----------------|-----------------|------------------------|
| High School/<br>GED   |      |                 | X               |                        |
| University,<br>College,<br>Vocation or<br>Business<br>Schools |      |                 |                 |                        |
| Graduate<br>School  |      |                 |                 |                        |

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

*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** \_\_\_\_\_ **Title** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_  FT  PT  Temp

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ **Title** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_  FT  PT  Temp

Supervisor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Employer** \_\_\_\_\_ **Title** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_  FT  PT  Temp

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.*

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date