



**CITY OF AURORA
EMPLOYMENT APPLICATION**

City Hall, Human Resources Department, 44 E. Downer Place, Aurora, Illinois 60507-2067

INSTRUCTIONS

We welcome you as an applicant for employment. You will be considered for the position(s) indicated on this application. It is the policy and intent of the City of Aurora to provide equal opportunity in employment to all persons regardless of race, color, gender, age, religion, national origin, ancestry, sexual orientation, place of residence, political affiliation, disability status, veteran status, marital status, gender identity or expression, pregnancy or any other protected group status (except when gender, age, or physical ability is a bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations. This policy applies to all types of full-time, part-time, temporary and seasonal employment. All information contained in or connected with this application will be considered personal, confidential and used only in conjunction with your possible employment with the City of Aurora. The City of Aurora complies with the Americans with Disabilities Act and any other similar applicable laws. If you are an individual with a disability and need accommodation as part of the application process (or any other accommodation), please contact the Human Resources Department.

Please furnish us with complete information as outlined in this application. A resume will not be accepted as a substitute for completing any portion of this Employment Application. You are encouraged, not required, to attach a resume. You may also attach copies of any additional information which qualifies you for the position(s) you are applying for. If you choose to omit or fail to provide any required information on this application, you may not be considered for the position. Please print all information; blue or black ink.

Please identify the position(s) you are applying for. Only applications for current job openings will be accepted.

Availability to work.	<input type="checkbox"/> Full-time	<input type="checkbox"/> Days	Date Available: _____
Please mark all that apply.	<input type="checkbox"/> Part-time	<input type="checkbox"/> Evenings	
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Nights	
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Weekends	

GENERAL INFORMATION

First Name: _____ Last Name: _____ M.I. _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-mail Address: _____

Are you legally authorized to work in the United States? Yes No

Are you at least 18 years of age? Yes No

Have you ever worked for the City of Aurora? Yes No If yes, date(s) and position(s): _____

Are you related to an employee of the City of Aurora or an elected official? Yes No

If yes, name and relationship to you: _____

If applicable to the position, please answer the next two questions.

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

Do you have a valid CDL? Yes No



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How were you referred to the City of Aurora? City Site Newspaper Walk-In Internet Other

If Internet or other, please specify source: _____

EDUCATION

Type of School	Name, City, State of Institution	Major	Minor If applicable	Degree Earned
High School				
College/University				
College/University				
Graduate School				
Technical/Trade				
Other				

If you are not a high school graduate, do you have a GED? Yes No

Please list any additional licenses, certificates, special courses, seminars, workshops and other skills/experiences that relate to this position.

List professional affiliations, trade, business, civic activities or other associations to which you belong. (Please exclude memberships that would reveal gender, sexual orientation, race, national origin, religion, age, ancestry, disability or other protected status.)

PROFESSIONAL REFERENCES

Please provide three (3) professional/business references who are familiar with your work history and experience.				
Name:		Organization:		
Relationship:		Years Known:	Phone Number:	
Name:		Organization:		
Relationship:		Years Known:	Phone Number:	
Name:		Organization:		
Relationship:		Years Known:	Phone Number:	



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EMPLOYMENT HISTORY

Begin with your most recent employment and work background, accounting for all time worked during the past ten years. In addition, list any other job related work experience, including military experience, that may be relevant to the position you are applying for. Attach an additional page if necessary.					
Employer:		Address:			
Supervisor and Title:				Phone Number:	
Your title:		Dates of Employment:	From:	To:	
Duties:					
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving:					
Employer:		Address:			
Supervisor and Title:				Phone Number:	
Your title:		Dates of Employment:	From:	To:	
Duties:					
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving:					
Employer:		Address:			
Supervisor and Title:				Phone Number:	
Your title:		Dates of Employment:	From:	To:	
Duties:					
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reason for leaving:					

READ CAREFULLY BEFORE SIGNING

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations and/or omissions of facts contained in this application (or any other supplemental documentation) may cause the rejection of this application or termination of employment without notice and/or benefits regardless of how or when discovered. I release the City of Aurora from any and all liability that might result from conducting a background investigation and understand that I am not obligated to disclose expunged juvenile records of adjudication or arrest. I also release from liability anyone supplying information pursuant to such investigation.

I understand that all candidates hired are subject to satisfactory completion of a drug screen and physical examination, following a conditional job offer. I understand this application is not, nor is it intended to be, a contract of employment or a guarantee of any kind. If hired, I agree to abide by all Civil Service, Human Resources and all other departmental rules and regulations. I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment related documents I have provided.

Print Name: _____

Signature: _____

Date: _____