



THE CITY OF
CARMI
 ILLINOIS
 225 East Main Street
 Carmi, IL 62821

APPLICATION FOR EMPLOYMENT

Personal Information

Name (Last, First, Middle)	Telephone Number
Address	Message Number
City, State Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are You Applying For: <input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp	What Shift(s) Will You Work? <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History – Begin With Most Recent Employment

Dates From	To	Company Name	City, State
Titles and Duties -			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties -			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties -			
Reason for Leaving:		Supervisor's Name	Telephone Number
Additional comments:			

MILITARY – Branch of Service:

Describe any military training received relevant to the position for which you are applying:

EDUCATION/TRAINING – Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? Yes No

School	Name & Location	Diploma/Degree	Subject of Specialization
College/University			
Specialized Courses & Training			

CLERICAL SKILLS – To Be Completed for Clerical Positions

Typing, WPM		Medical Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No	Legal Terminology <input type="checkbox"/> Yes <input type="checkbox"/> No
Shorthand, WPM			

List Specific Computer Skills –

PROFESSIONAL & TECHNICAL INFORMATION – To be completed for Licensed/Registered Positions

Illinois Registration No.	Expiration Date	Certificate No.	Expiration Date
If not licensed in Illinois, have you applied? <input type="checkbox"/> Yes <input type="checkbox"/> No		If licensed in another state, list:	

OTHER SPECIAL SKILLS – List Other Specific Skills You Have to Offer for This Job Opening:

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REFERENCES – Give the Names of Three Persons Not Related to You

Name	Address	Telephone	Occupation

The information on this application is true and accurate to the best of my knowledge.

Signature _____

Date: _____