



City of Danville, Illinois

Application for Part Time Employment

Return Application To: Main Lobby Employment Application Deposit Box
City of Danville, IL
Robert E. Jones Municipal Building
17 West Main Street
Danville, Illinois 61832

TELEPHONE: (217) 431-2281 **FAX:** (217) 431-2237 **EMAIL:** bwestphal@cityofdanville.org

Instructions: Please Print or Type. Use check (x) where appropriate. Applicant may attach resume and/or any other supporting documentation in support of this application. All documents should be on letter size paper (8 1/2" x 11"), and should read from the top or left side. Please staple the completed application and all documents in the upper left hand corner. Do not use binder, folder or presentation cover.

Applicant's signature is required on the last page.

Position Applying for: **EXTRA BOARD BUS DRIVER**

Applicant's Name: _____
First Name Middle Last Name Maiden or other Last Names

Present Address: _____
No & Street Apt/Unit No City State Zip

Telephone: Home: (_____) _____ Work/Daytime: (_____) _____
Leave Message: (_____) _____ Other: (_____) _____

Email Address: _____

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City of Danville that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

CITY OF DANVILLE RESIDENCY REQUIREMENTS

Residency Requirements: An employee of the Public Transportation Department, who successfully completes his or her probationary period of employment, shall then have a period of 6 months to establish residence within five miles of the corporate limits of the City of Danville.

DRUG FREE WORKPLACE POLICY

The Danville City Council has adopted a Drug Free Workplace Policy which requires all City of Danville employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any City workplace and that actions shall be taken against any employee for violation of this prohibition. Employees who are required to hold CDL licenses are under a separate Drug/Alcohol Policy requiring periodic random testing. This policy specifies actions the City will take if employees in this classification violate this policy.

CITY OF DANVILLE CODE OF ETHICS

The City's Code of Ethics Policy requires that public officers and employees be independent, impartial and responsible to the people; that government decisions and policy be made within proper channels of the government structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of its government. This Code establishes guidelines for setting forth those acts or actions that are incompatible with the best interests of the City.

- Yes No Do you live inside the Danville city limits?
- Yes No If you live outside Danville's city limits and you were hired, would you comply with the City's residency policy which requires all city employees hired after January 1, 2008 to live within the corporate city limits?
- Yes No Do you understand the City's "Drug Free Workplace" and "Code of Ethics" policies as summarized on page 1?
- Yes No Do you hold a valid Vehicle Driver's License?
What Class _____ What State _____
- Yes No Do you hold a Commercial Driver's License (CDL)
- Yes No Have you served in the U.S. Armed Services, Reserves or National Guard? If yes, list branch and current status _____
- Yes No Are you presently, or have you ever been, an employee of the city of Danville?
If yes, which department _____ When? _____
- Yes No Are there any members of your immediate family, who live in the same household, currently employed by the City of Danville? If yes, which department? _____ Name _____
- Yes No Have you ever been convicted of a crime? If yes, please explain. _____

Applicant is not obligated to disclose sealed or expunged records of a conviction.

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

Employment Background: Begin with current or most recent job, list your work history, including military service. Explain Gaps in Employment: _____

1. Employer: _____ Employer Address & Phone: _____
 Employed From: _____ To: _____ Job Duties/Job Title: _____
 Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

2. Employer: _____ Employer Address & Phone: _____
 Employed From: _____ To: _____ Job Duties/Job Title: _____
 Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

3. Employer: _____ Employer Address & Phone: _____
 Employed From: _____ To: _____ Job Duties/Job Title: _____
 Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

4. Employer: _____ Employer Address & Phone: _____
 Employed From: _____ To: _____ Job Duties/Job Title: _____
 Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

5. Employer: _____ Employer Address & Phone: _____
 Employed From: _____ To: _____ Job Duties/Job Title: _____
 Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

EDUCATIONAL BACKGROUND: Complete the following chart as thoroughly as possible.

City of Danville requires a minimum high school diploma or GED for all positions. If hired, falsifying application information is grounds for termination.

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School	_____ _____ _____		9 10 11 12	____ Yes ____ No	
Junior Community College	_____ _____ _____		1 2	____ Yes ____ No	
College Or School	_____ _____ _____		1 2 3 4	____ Yes ____ No	
Graduate School	_____ _____ _____			____ Yes ____ No	
Technical (Specify)	_____ _____ _____			____ Yes ____ No	
Military	_____ _____ _____			____ Yes ____ No	
Other	_____ _____ _____			____ Yes ____ No	

Other Training/Skills: Provide as much information as possible.

____ Yes ____ No Have you received training in the field for which you are applying?

____ Yes ____ No Do you hold any technical or professional licenses?

If yes, explain; giving type, issuing state, training program name, school or location of training, hours completed, and certificates received. _____

Which of the following skills do you possess?

- ____ Typing ____ Word Processing ____ Calculator ____ Filing ____ Radio/Dispatch
 ____ Transcribing ____ Personal Computer ____ Driving a Truck ____ Operating Heavy Equipment
 ____ Other (please list) _____

Which computer skills do you possess?

- ____ Word Processing ____ Data Bases ____ Spreadsheets ____ Programming
 ____ Other (please list) _____

List computer programs (software) you are able to use with proficiency: _____

Additional Information: List any additional information you feel important to your application.

References: Give name, address and telephone number of three references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (i.e. teachers, clergy, co-worker)

1. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

2. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

3. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

Attention: Read the following statement carefully before signing application. Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME, IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

Date: _____ Applicant's Signature: _____

Please check to see that you have answered all questions and that your application (including signature) is complete.



**AUTHORIZATION
FOR RELEASE OF PERSONAL INFORMATION
FOR USE BY THE CITY OF DANVILLE, IL**

I, _____, do hereby authorize a review and full disclosure of all records
(Print full Name, including Maiden Name if applicable)
concerning myself to the City of Danville, Illinois, including the Personnel Office and Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies, educational institutions, and former employers.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Danville, Illinois's agents including the Personnel Office or Police Department from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my application for eligibility for appointment to a position with the City of Danville.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

(Signature of Applicant - Full Name as Printed Above)

(Date)

Address: _____

City, State, Zip: _____

Social Security Number: _____



City of Danville Applicant Data Record

All applicants and employees are treated during employment without regard to race, color, religion, gender, national origin, age, marital/veteran status, medical condition, or impairment.

To help us comply with government record keeping, reporting and other legal requirements, please complete the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(PLEASE PRINT)

Date: _____

Position(s) Applied For: _____

Referral Source: Newspaper Radio Postcard Walk-In

City of Danville Website Friend/Relative Agency/Recruiter Other: _____

Name _____ Phone (____) _____
Last First Middle Area Code

Address _____
Number Street City State Zip Code

Affirmative Action Information

Government agencies require periodic reports on the gender, ethnicity, impairment, and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Gender: Male Female

Race/Ethnic Group:

- White Black or African American Hispanic or Latino Native Hawaiian or Other Pacific Islander
- Asian American Indian or Alaska Native Two or More Races

Veteran Status: Vietnam Era Veteran Special Disabled Veteran Other Protected Veteran

Impairment: _____

The response to the next section is optional and designed to assist the City when applying for grants. Do you qualify in any of these HUD income categories? Yes No

Size of Family Unit	Low Income Levels
1	\$30,400
2	\$34,750
3	\$39,100
4	\$43,450
5	\$46,950
6	\$50,400
7	\$53,900
8	\$57,350