



APPLICATION FOR EMPLOYMENT

R(2022-11-22)

216 W. SIMMONS ST.
GALESBURG, IL 61401
(309) 342.8129

APPLICANT INFORMATION

Full Name:

<i>Last Name</i>	<i>First Name</i>	<i>MI</i>

Date:

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Address:

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Street Address

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City

State

Zip Code

Contact:

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Telephone #

Email Address

Position

Applied For:

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	YES	NO
Are you at least eighteen (18) years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you legally eligible to work in the United States? <i>Proof required upon employment offer.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to submit information necessary to complete a criminal background? <i>Criminal background check completed after offer/acceptance of position.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have you read the job description, and are you able to perform all required job functions?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a high school diploma or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any conflicts with the stated work schedules/shifts?	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously worked for the Knox County Housing Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives that currently work for or serve on the Board of Commissioners for the Knox County Housing Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to provide both employment and personal references, upon request?	<input type="checkbox"/>	<input type="checkbox"/>
When are you available to start employment with the Knox County Housing Authority?	<input type="text"/>	

The Knox County Housing Authority is an equal opportunity employer. All aspects of employment - including the decision to hire, promote, discipline, or discharge - will be based on merit, competence, performance, and needs of the agency. We do not discriminate on the basis of race, color, religion, familial status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity, veteran status, or any other status protected under federal, state, or local law.



QUALIFICATIONS FOR EMPLOYMENT

Why do you want to work for this agency? Why are you looking for a new job? Summarize your interest in employment with the Knox County Housing Authority.

Summarize any specific qualifications, professional certifications, degrees, diplomas, licensing, courses of study, awards, or other information you feel would be of benefit to you/us if selected for employment:

What contributions can you bring to the Knox County Housing Authority? How can you impact our agency and the important work we do?

What are you looking for in this new role?

PREVIOUS EMPLOYMENT HISTORY

Provide information about your two (2) most recent employers, and the work you did for them. Include all self-employment as well.

Company:

Telephone #

Location:

Job Title:

Dates

Job Title:

Employed:

(Ending)

Responsibilities:

What did you like
most about this
job?

What did you like
least about this
job?

Reason for
Leaving:

Company:

Telephone #

Location:

Job Title:

Dates

Job Title:

Employed:

(Ending)

Responsibilities:

What did you like
most about this
job?

What did you like
least about this
job?

Reason for
Leaving:

If you wish to provide further employment information, please provide the requested information on a supplemental page.

CERTIFICATIONS AND ACKNOWLEDGEMENTS

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Knox County Housing Authority, that such employment with the Knox County Housing Authority is at will, for no specified duration and may be terminated by either the Knox County Housing Authority or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of the Knox County Housing Authority or its representatives used during the employment process is deemed a contract of employment, real or implied.

In consideration for employment with the Knox County Housing Authority, if employed, I agree to conform to the rules, regulations, policies and procedures of Fuzion Technologies, Inc. at all times and understand that such adherence is a condition of employment.

I authorize Knox County Housing Authority to investigate my responses on this application and contact any or all of my former employers and/or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.

I understand that upon receiving a job offer, a criminal background and pre-employment drug screen may be required. I further understand that during the course of my employment I may be required to submit to further drug screenings. I understand that unsatisfactory results from, a refusal to cooperate with, or any attempt to affect the results of these tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

In consideration for my employment, I agree to abide by the rules, policies, and processes of the Knox County Housing Authority, which rules may be changed, withdrawn, added, or interpreted at any time, at the County's sole option and without prior notice to me.

Regardless of whether or not I become employed by Knox County Housing Authority, I recognize that this application will remain active for ninety (90) days and shall not be considered or imply a contract of employment.

Signature:

Date:

Printed
Name:

Initials:
