



2 South Main Street
Princeton, IL 61356
815-875-2631

Residency Requirement:

All new employees shall have a period of 90 days after completion of their probation period to establish residency within a ten mile radius of the City of Princeton City Hall. This provision doesn't apply to part-time, seasonal, or contractual employees.

APPLICANT INFORMATION

Last Name		First		M.I.		Date	
Street Address				Apartment/Unit #			
City		State		Zip Code			
Phone			E-mail Address				
Position Applied for			Date Available				
Have you ever worked for the City of Princeton	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you authorized to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Do you hold a valid Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	DL #:	Classification:		

EDUCATION

High School			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Graduate/Other			
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Honors Received			

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD (Please exclude groups which include race, color, religion, sex, national origin, or disability.)

PERSONAL REFERENCES (NO RELATIVES PLEASE)

Full Name		Relationship	
Company		Phone	
Full Name		Relationship	
Company		Phone	

Full Name		Relationship	
Company		Phone	
May we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			
FOREIGN LANGUAGES			
What foreign languages do you speak, read, and/or write?			
	Fluently	Good	Fair
Speak			
Read			
Write			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge			
Describe any job related training received in the US Military:			
EMPLOYMENT HISTORY (Please list each job held and fill in every line. Start with present or last job. Use back page for additional positions.)			
Company		Phone	
Address		Supervisor	
Job Title		Final Rate of Pay/Salary	\$
Responsibilities			
Employment dates		Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title		Final Rate of Pay/Salary	\$
Responsibilities			
Employment dates		Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title		Final Rate of Pay/Salary	\$
Responsibilities			

Employment dates		Reason for Leaving	
Company		Phone	
Address		Supervisor	
Job Title		Final Rate of Pay/Salary	\$
Responsibilities			
Employment dates		Reason for Leaving	

LIST ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL, SUCH AS, SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRACURRICULAR ACTIVITIES

PLEASE READ AND SIGN BELOW

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the City of Princeton to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize my former employers to disclose to the City of Princeton, any and all letters, reports, and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the City of Princeton, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I understand and agree that I may be required to submit to a lie detector test or similar test as a prerequisite to employment with the City of Princeton or as a condition of continued employment if I am employed. I understand the candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verification. Chosen candidates will be subject to a background and criminal history investigation, driver's license verification, drug screen and qualifying pre-employment medical examination.

I understand that nothing contained in the application or conveyed during any interview, which I may be granted is intended to create an employment contract between the City of Princeton and myself. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and that I may be terminated at any time with or without prior notice, at the option of the City of Princeton or myself. Furthermore, no promises or representation contrary to the foregoing are binding on the City of Princeton unless made in writing and signed by the City of Princeton and myself.

Applicant Signature		Date	
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It is the policy of the City of Princeton to provide employment, training, compensation, promotions, and other conditions of employment without regard to race, color, religion, national origin, gender, age, disability, sexual orientation, or any other legally protected status, except where age, sex or physical standards are applicable bona fide occupational requirements.

City of Princeton 10 Mile Residency Map

