

WEBSTER-CANTRELL HALL

1942 East Cantrell Street – Decatur, Illinois – 62521

Phone: 217-423-6961

APPLICATION FOR EMPLOYMENT

POSITION FOR WHICH APPLYING: _____ DATE: _____

PLEASE PROVIDE ALL OF THE FOLLOWING INFORMATION:

NAME: _____ SOCIAL SECURITY #: _____

ADDRESS: _____ PHONE #: _____

EMAIL ADDRESS: _____ CELL #: _____

EMERGENCY CONTACT: _____ PHONE #: _____

ADDRESS OF CONTACT: _____

YOUR DRIVER'S LICENSE #: _____ STATE ISSUED: _____

PLEASE, ANSWER THE FOLLOWING QUESTIONS:

LIST ANY FRIENDS OR RELATIVES WORKING HERE: _____

WERE YOU PREVIOUSLY EMPLOYED HERE? _____ WHEN? _____

WOULD YOU WORK FULL TIME? _____ PART TIME? _____ SPECIFY DAYS AND HOURS YOU PREFER: _____

ARE YOU ABLE TO PERFORM THE JOB FOR WHICH YOU ARE APPLYING? _____

WHAT PAY DO YOU EXPECT? _____ PER? _____ DATE YOU WILL BE AVAILABLE: _____

PERSONAL REFERENCES (PLEASE LIST AT LEAST THREE (3) INDIVIDUALS (NOT RELATIVES):

<u>NAME</u>	<u>OCCUPATION</u>	<u>ADDRESS</u>	<u>PHONE</u>

EDUCATION

<u>SCHOOL NAME & ADDRESS</u>	<u>YEAR FINISHED</u>	<u>GRADUATED</u>	<u>DIPLOMA/DEGREE</u>
		YES - NO	

HIGH SCHOOL

COLLEGE

POST GRADUATE

WEBSTER-CANTRELL HALL IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE

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PLEASE ATTACH SEPARATE PAGES IF NEEDED FOR EMPLOYMENT INFORMATION AND SUBMIT A CURRENT RESUME. APPLICABLE “OFFICIAL” TRANSCRIPTS OF EDUCATION WILL BE REQUIRED IF HIRED.

I HEREBY CERTIFY THAT:

- ALL OF THE INFORMATION PROVIDED IN THIS APPLICATION OR ON THE ATTACHED RESUME IS TRUE, CORRECT, AND COMPLETE.
- I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION IS GROUNDS FOR DISCHARGE FROM EMPLOYMENT WHENEVER DISCOVERED.
- I AUTHORIZE WEBSTER-CANTRELL HALL TO CHECK AND VERIFY ALL INFORMATION ON THE APPLICATION AND FULLY RELEASE WEBSTER-CANTRELL HALL FROM ANY LIABILITY RESULTING FROM THE VERIFICATION PROCESS.
- I AUTHORIZE WEBSTER-CANTRELL HALL TO INVESTIGATE MY PERSONAL AND FINANCIAL CREDIT, AS WELL AS TO CONDUCT A BACKGROUND INVESTIGATION AND INQUIRY REGARDING ANY CHILD ABUSE AND NEGLECT HISTORY, CRIMINAL HISTORY, MY CHARACTER, GENERAL REPUTATION, AND PERSONAL CHARACTERISTICS.
- EMPLOYMENT WITH WEBSTER CANTRELL HALL IS ON AN AT-WILL BASIS. EMPLOYEES ARE FREE TO RESIGN OR BE TERMINATED AT ANY TIME.

SIGNATURE OF APPLICANT

DATE

APPLICANT – DO NOT WRITE BELOW THIS SPACE

INTERVIEWER: _____ DATE OF INTERVIEW: _____

INTERVIEWER: _____ DATE OF INTERVIEW: _____

REFERENCE CHECKS:

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APPLICATION FOR EMPLOYMENT

STATISTICAL INQUIRY FORM

THIS INFORMATION IS ANONYMOUS AND CONFIDENTIAL

TO APPLICANT:

THE CIVIL RIGHTS ACT OF 1964, THE CIVIL RIGHTS ACT OF 1991 (PUB. L. NO.102-166), AND THE ILLINOIS HUMAN RIGHTS ACT (ILL. REV. STAT. CH 68, PARA. 1-101 TO 9-02) TOGETHER PROHIBIT DISCRIMINATION IN EMPLOYMENT OR THE APPOINTMENT OF VOLUNTEERS, BECAUSE OF FACTORS RELATED TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAP, OR UNFAVORABLE DISCHARGE FROM MILITARY SERVICE. ADDITIONALLY THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) PROHIBIT DISCRIMINATION ON THE BASIS OF DISABILITY.

HOWEVER, THE FOLLOWING STATISTICAL INFORMATION IS NECESSARY TO COMPLETE EQUAL OPPORTUNITY EMPLOYMENT REPORTS THAT WEBSTER-CANTRELL HALL MUST SEND TO THE STATE OF ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES. THEREFORE, PLEASE COMPLETE THIS FORM BY PLACING A CHECK IN FRONT OF ALL CRITERIA WHICH APPLY TO YOU, **AND SUBMIT IT TO THE RECEPTIONIST SEPARATELY FROM YOUR COMPLETED APPLICATION FORM.** THANK YOU.

GENDER:

MALE: _____

FEMALE: _____

RACE:

CAUCASIAN: _____

HISPANIC OR LATINO: _____

AMERICAN INDIAN: _____

ASIAN: _____

BLACK OR AFRICAN AMERICAN: _____

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: _____

TWO OR MORE RACES: _____

BILINGUAL:

YES: _____

NO: _____

HANDICAPPED OR DISABLED:

YES: _____

NO: _____

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