

# CITY OF OREGON

## SUMMER SEASONAL EMPLOYMENT APPLICATION

OREGON CITY HALL

115 N 3rd Street Oregon, IL 61061

815-732-6321



DATE RECEIVED: \_\_\_\_\_

OFFICE USE ONLY

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Address: \_\_\_\_\_  
Street City Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address \_\_\_\_\_

Are you currently employed elsewhere? Yes No What date would you be available for work? \_\_\_\_\_

Have you ever been employed with the City of Oregon? Yes No

If yes, in what capacity? \_\_\_\_\_ Date/length of employment: \_\_\_\_\_

Reason for leaving? \_\_\_\_\_

Do you have relatives, including in-laws, currently employed by the City of Oregon? Yes No If Yes, Please list name (s) and relationship to employee: \_\_\_\_\_

Are you legally eligible to be employed in the U.S.? Yes No Do you have a valid Driver's License? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No Dates of military service: \_\_\_\_\_ Branch: \_\_\_\_\_

Education: High School attended: \_\_\_\_\_

Do you have a high school diploma? Yes No Dates/years attended: \_\_\_\_\_

Do you participate in any school activities that may require us to adjust your work schedule in August? Yes No

If yes, please list dates and times you expect to be unavailable to work: \_\_\_\_\_

Do you have a college degree? Yes No

Name of college/university attended: \_\_\_\_\_ School Address: \_\_\_\_\_

Dates/years attended: \_\_\_\_\_ Major course of study: \_\_\_\_\_ Minor course of study: \_\_\_\_\_

Do you plan to return to school for the Fall semester? Yes No If yes, will it affect your work schedule? Yes No

Please list the last date you are available to work: \_\_\_\_\_

Other schools or training attended: \_\_\_\_\_ Dates attended: \_\_\_\_\_

Other schools or training attended: \_\_\_\_\_ Dates attended: \_\_\_\_\_

List any pertinent job skills/training/certifications/experience related to the position you are applying for:

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** Please list three (3) employment, personal and/or educational references we may contact for the purposes of obtaining information relating to your previous employment, educational accomplishments, and/or personal character.

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| Name | Phone# | Email |
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**WORK EXPERIENCE:** Beginning with your current/most recent job, provide the info listed below for your last three places of employment OR attach an employment resume to this application and indicate resume is attached.

Employment resume attached?    Yes    No

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|------------------|---------|--------|-------------------|
| Name of Employer | Address | Phone# | Supervisor's Name |
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|---------------------------|--------------------|--------------------------|
| Employment Start/End Date | Reason for Leaving | Starting/Ending Pay Rate |
|---------------------------|--------------------|--------------------------|

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| Job Title | Work Performed |
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By signing below, I certify that all of the answers and statements given are true and correct. I hereby authorize all of my previous employers or references listed above to furnish any information concerning my personal character, work habits, or employment records. I hereby release all such persons from liability or damages incurred as a result of inquiry and furnishment of this information. In the event of employment, I understand that any false or misleading information I provide in my application or interview(s) may result in termination of my employment.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTICE TO APPLICANTS AND EMPLOYEES:**

*The City of Oregon is proud to be a drug-free workplace. Screening tests for alcohol and illegal drug use may be required without notice before hiring and during your employment here.*

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**EOE/ADA STATEMENT:** It is the policy of the City of Oregon to ensure equal employment opportunity for all applicants. This commitment includes a mandate to promote and afford fair and equal treatment and services to all City residents, City representatives, employees, and applicants to assure to all persons equal employment opportunity based upon ability and fitness regardless of race, religion, color, creed, national origin, sex, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties required of the position and which are bonafide occupational qualifications which cannot be accommodated without undue hardship.

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**Return application AND copies of any relevant certifications to:**

Mail: Bill Covell  
Director of Public  
Works 115 N. 3rd Street  
Oregon, IL 61061

Email: [bcovell@cityoforegon.org](mailto:bcovell@cityoforegon.org)