

SEVENTH JUDICIAL CIRCUIT OF ILLINOIS

SANGAMON COUNTY JUVENILE PROBATION AND COURT SERVICES DEPARTMENT

A P P L I C A T I O N F O R E M P L O Y M E N T

PERSONAL

Position(s) Applied For \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ ( ) \_\_\_\_\_ Work Telephone \_\_\_\_\_ ( ) \_\_\_\_\_

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

Are you a resident of Sangamon County or are you willing to establish residence within the County within six (6) months of employment? ( ) Yes ( ) No

RECORD OF EDUCATION

Name of School	City & State	Major	Graduate Yes/No	Type of Degree
High School				
College/University				
Other (Specify)				

List any other pertinent information that may be relevant to the position for which you are applying.

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RECORD OF EMPLOYMENT

Begin with your current or most recent employer. Indicate any other experience which you feel is relevant to the position for which you are applying (i.e., volunteer experience, military experience, etc.). (This section must be completed even if a résumé is attached.)

From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Title \_\_\_\_\_ ( ) Temporary ( ) Full-time ( ) Part-time

Name and Title of Supervisor \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

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

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Title \_\_\_\_\_ ( ) Temporary ( ) Full-time ( ) Part-time

Name and Title of Supervisor \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

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

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Title \_\_\_\_\_ ( ) Temporary ( ) Full-time ( ) Part-time

Name and Title of Supervisor \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Annual Salary \_\_\_\_\_  
(Mo./Yr.) (Mo./Yr.) (Starting) (Final)

Name of Employer \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Your Title \_\_\_\_\_ ( ) Temporary ( ) Full-time ( ) Part-time

Name and Title of Supervisor \_\_\_\_\_

Describe Your Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

CRIMINAL HISTORY

Have you ever been convicted of any offense(s)? If so, please state nature of offense(s), date, city, state, and sentence received. (A conviction record is not an automatic bar to employment and the nature, recency, and disposition of any offense will be considered only as it relates to the job for which you are applying.)

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Is any additional information relative to change of name or use of an assumed name or nickname necessary to verify the information in this application? If yes, give the name(s) and explain.

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PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements in this application shall be considered sufficient cause for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

AUTHORITY TO RELEASE INFORMATION

Having made application for employment with the Sangamon County Juvenile Probation and Court Services Department and desiring that they be informed of my previous records and character, I hereby authorize an investigation into all criminal, educational, and employment records which may be relevant to the job for which I am applying. This authorization to furnish information is executed in consideration of the Sangamon County Juvenile Probation and Court Services Department giving my application consideration and shall serve as a release of liability to all parties furnishing such information to same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR EMPLOYER USE ONLY

INTERVIEW RECORD

Date	Position	Division	Interviewer	Comments

TEST ASSESSMENT

Date	Test	Administrator	Score	Comments

REFERENCE CHECKS

Date	Name of Reference	Checked By	Comments

RESULTS

Date	Disposition	Comments