Dan Rutherford

ILLINOIS STATE TREASURER

Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or the presence of a non-job related medical condition or disability.

PLEASE PRINT

Position(s) Applied for _____ Date _____

Name _____ _____ _____
Last First Middle

Street Address _____

City _____ State _____ Zip Code _____

Telephone (_____)_____
Area Code

If you are under the age of 18 can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If yes, give date(s) _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date (s) _____

Are you currently employed? ☐ Yes ☐ No

Are you lawfully authorized to work in the United States? ☐ Yes ☐ No

On what date would you be available to start work? _____

What is you current salary? Monthly _____ Annual _____

What is desired or expected salary? Monthly _____ Annual _____

Are you able to work… ☐ Full-Time ☐ Part-Time ☐ Temporary

Are you on a layoff and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

* AN EQUAL OPPORTUNITY EMPLOYER *

Employment Experience

Start with your present or last job going back five years. If you need additional space, please continue on a separate sheet. **Please attach a copy of your current resume.**

Employer	Job Title
Address	Duties Performed
Supervisor	
Dates From To	
Monthly or Annual Salary	
Reason for leaving	

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Are you a member of the National Guard or a veteran of the U.S. military service? ☐ Yes ☐ No

If yes, branch: _____

Dates of service: _____

Are you currently in compliance with all state and federal income tax requirements? ☐ Yes ☐ No

If your answer to any of the following questions is "Yes," please attach a signed, detailed explanation.

- Have you ever been fired from a job? (downsizing/layoff is not applicable) ☐ Yes ☐ No
- Have you ever pled guilty to or been convicted of any criminal offense other than a minor traffic violation? ☐ Yes ☐ No
- Are you currently involved in any litigation? ☐ Yes ☐ No
- Do you owe any back taxes? ☐ Yes ☐ No
- Are you in arrears on child support payments? ☐ Yes ☐ No
- Are you currently in default on the repayment of any educational loan? ☐ Yes ☐ No

Indicate languages you speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business, or civic activities and offices held.

_____

_____

_____

Give names, addresses, and telephone numbers of three references (do not include relatives).

	Name	Address	Phone Number
1.			
2.			
3.			

May we contact your present employer? ☐ Yes ☐ No

Name of contact: _____ Phone: _____

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience, such as computer skills, etc. _____

_____

_____

Education

	Elementary	High School	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Description Course of Study:				
Honors Received				

Describe specialized training, apprenticeship, skills, and extra-curricular activities. _____

_____

State any additional information you feel may be helpful to us in considering your application. _____

_____

_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that if hired I am required to abide by all rules and regulations of the Office of the Illinois State Treasurer. Proof of citizenship or immigration status will be required upon employment.

_____ _____

Signature of Applicant Date

Mail or hand deliver your completed Application for Employment to the Office of the Illinois State Treasurer, Department of Human Resources,

James R. Thompson Center
100 West Randolph, Suite 15-600
Chicago, Illinois 60601

or

Illinois Business Center
400 West Monroe Street, Suite 401
Springfield, IL 62704