

ADAMS COUNTY PROBATION & COURT SERVICES DEPARTMENT

Application for Employment

NOTE: All sections of this application must be completed in full.

Date _____

APPLICANT INFORMATION			
Last Name	First	Middle	Maiden
Street Address			Apartment/Unit #
City		State	Zip
Phone	E-mail Address		
Social Security No.		Date of Birth	
Are you a citizen of the United States? YES [] NO [] If no, are you authorized to work in the U.S.? YES [] NO []			
Do you have a valid Drivers License? YES [] NO [] License Number			
Have you ever been arrested or convicted of a violation of any criminal law? YES [] NO [] If yes, explain			
Are you currently under investigation for violation of any criminal law? YES [] NO [] If yes, explain			

POSITION	
Position Desired	Date Available
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? YES [] NO [] If no, explain	

EDUCATION/TRAINING				
	Name and Location	Dates Attended (Year)	Degree and Year	Major or Subject
High School		From To		
College		From To		
Graduate/Professional		From To		
Other (Specify)		From To		
Describe any specialized training or skills that are work related				

MILITARY SERVICE	
Branch of Service	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

WORK EXPERIENCE (Most Recent First) (Make extra copies of this page as needed)			
Company		Phone ()	
Address		Supervisor	
Job Title		Hours Per Week	Ending Salary
Responsibilities			
From To	Reason for Leaving		
May we contact this employer for a reference? YES [] NO [] If no, explain			
Company		Phone ()	
Address		Supervisor	
Job Title		Hours Per Week	Ending Salary
Responsibilities			
From To	Reason for Leaving		
May we contact this employer for a reference? YES [] NO [] If no, explain			
Company		Phone ()	
Address		Supervisor	
Job Title		Hours Per Week	Ending Salary
Responsibilities			
From To	Reason for Leaving		
May we contact this employer for a reference? YES [] NO [] If no, explain			
Company		Phone ()	
Address		Supervisor	
Job Title		Hours Per Week	Ending Salary
Responsibilities			
From To	Reason for Leaving		
May we contact this employer for a reference? YES [] NO [] If no, explain			

REFERENCES (Please list three professional references)	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p> <p>I authorize the Adams County Probation and Court Services Department to investigate all statements contained in this application. I further authorize the Adams County Probation and Court Services Department to secure any information from my employers, references and all academic institutions which may be relevant to an employment decision. I hereby release all of those employers, references, academic institutions and the Adams County Probation and Court Services Department from any and all liability arising from the giving or receiving of such information.</p> <p>I understand and agree that if hired, my employment is for no definite period and I may be terminated, with or without reason, at any time without prior notice.</p>	
Signature	Date

Return this form to: Adams County Probation Department, 521 Vermont Street, Quincy, Illinois 62301

NOTE: Only For Probation Officer or Detention Officer Positions

A Probation and Court Services Employment/Promotion Application that the Administrative Office of the Illinois Courts – Probation Division requires for determining eligibility for employment or promotions for probation and court services positions must also be completed and is available on-line. The form and instructions can be accessed on the Court’s website at www.illinoiscourts.gov and then go to the “Documents” tab and select “Applications/Forms”. A menu of documents will be displayed and please click on Probation/Court Services Employment/Promotion Application. The form is a fillable document so it can be completed on-line or printed off and done manually. Detailed instructions are included.