



## Employment Application

Please download application and upon completion save and email to [jobs@taborhills.org](mailto:jobs@taborhills.org)

POSITION APPLIED FOR: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

Address: \_\_\_\_\_  
(No. Street / City / State / Zip)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

If hired, can you provide written evidence that you are authorized to work in the U.S.?  Yes  No

### EDUCATION

Type	Name/Location	Course of Study	# Years Completed	Degree/Diploma
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

### EMPLOYMENT RECORD

*Provide Information for the past four (4) employers, assignments or volunteer activities starting the most recent.*

Company Name and address	Position	Date: Started/Left
1. _____	_____	_____
_____	Phone#: _____	

Contact Person: \_\_\_\_\_ Can we contact them?  Yes  No

Immediate Supervisor & Title: \_\_\_\_\_

Summarize Nature of Work Performed and Job Responsibilities: \_\_\_\_\_

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

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**EMPLOYMENT RECORD Cont.**

**Company Name and address**

**Position**

**Date: Started/Left**

2. \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Can we contact them?  Yes  No

Immediate Supervisor & Title: \_\_\_\_\_

Summarize Nature of Work Performed and Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

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**Company Name and address**

**Position**

**Date: Started/Left**

3. \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Can we contact them?  Yes  No

Immediate Supervisor & Title: \_\_\_\_\_

Summarize Nature of Work Performed and Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

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**Company Name and address**

**Position**

**Date: Started/Left**

4. \_\_\_\_\_  
\_\_\_\_\_ Phone#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Can we contact them?  Yes  No

Immediate Supervisor & Title: \_\_\_\_\_

Summarize Nature of Work Performed and Job Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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

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Have you ever been employed here before?  Yes  No If yes, when? \_\_\_\_\_ Position: \_\_\_\_\_

In order to check your past work record, have you ever worked under a different name during your employment history? If so, please provide: \_\_\_\_\_

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## APPLICANT ACKNOWLEDGEMENT

I certify that all information I have provided in order to apply for and secure employment with this employer is true, complete and accurate.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from employment, whenever it is discovered.

I expressly authorize the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of the information provided by me in this application, resume or job interview.

The application will remain current for only 90 days from the date it was submitted. At the conclusion of that time, if the applicant has not heard from the employer and wishes to be considered for employment, it would be necessary for the applicant to reapply and complete a new application form.

I understand the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing the applicant from consideration for employment on the basis prohibited by applicable local, state or federal law.

I understand that Illinois is an "at will" employment state. Tabor Hills is an "at will" employer and each employee is an "at will" employee.

"At will" employment means that you are free to leave our employment at any time for any reason you choose, and we are free to terminate that employment at any time for any reason we choose. There is no contract or agreement of any kind between any employee and or Tabor Hills as his or her employer, requiring that you work for us for any period in the future or that we continue to employ you for any period in the future.

Neither this application nor offer of employment can or does create a contract or agreement of employment for any specified period of time.

I certify that I have read the above Applicant Acknowledgement and accept all terms.

**By checking this box it acts as my signature; I acknowledge that all the information contained herein is true and accurate to the best of my knowledge.**

**DATE:** \_\_\_\_\_