

APPLICATION FOR EMPLOYMENT ILLINOIS STATE GEOLOGICAL SURVEY Department of Natural Resources 615 East Peabody Drive Champaign IL 61820 (217) 244-2401 (phone) (217) 244-7004 (fax) www.isgs.uiuc.edu (Please type or print in ink)	Date	
	Name (last,first,middle)	
	Present address (street and/or PO Box)	
	(city,state,zip,country)	
	Home Phone ()	Work Phone ()
	E-mail Address	
Position Title (list all positions you request consideration)	Type of work preferred	
	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	
Citizenship: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent resident alien <input type="checkbox"/> Non-immigrant alien-- Alien registration number or visa type: Expiration:		

EMPLOYMENT HISTORY

Account for all employment, including U.S. military service. Indicate average number of hours worked per week for any position less than full time. Attach supplemental sheets as necessary. Start with your most recent position and work backwards.		
1) Title or position		List principal duties, accomplishments, equipment and software used
From (month/year)	To (month/year)	
Starting salary	Final salary	
Name and address of employer		
Name of supervisor		
May we contact supervisor regarding your qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone ()		
E-mail Address		
Reason for changing position		

EMPLOYMENT HISTORY (continued)

2) Title or position		<i>List principal duties, accomplishments, equipment and software used</i>
<i>From</i>	<i>To</i>	
<i>Starting salary</i>	<i>Final salary</i>	
<i>Name and address of employer</i>		
<i>Name of supervisor</i>		
<i>May we contact supervisor regarding your qualifications?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Reason for changing position</i>
<i>Phone ()</i>		
<i>E-mail Address</i>		
3) Title or position		<i>List principal duties, accomplishments, equipment and software used</i>
<i>From</i>	<i>To</i>	
<i>Starting salary</i>	<i>Final salary</i>	
<i>Name and address of employer</i>		
<i>Name of supervisor</i>		
<i>May we contact supervisor regarding your qualifications?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Reason for changing position</i>
<i>Phone ()</i>		
<i>E-mail Address</i>		
4) Title or position		<i>List principal duties, accomplishments, equipment and software used</i>
<i>From</i>	<i>To</i>	
<i>Starting salary</i>	<i>Final salary</i>	
<i>Name and address of employer</i>		
<i>Name of supervisor</i>		
<i>May we contact supervisor regarding your qualifications?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>Reason for changing position</i>
<i>Phone ()</i>		
<i>E-mail Address</i>		

Duplicate this page as needed

EDUCATION AND TRAINING

High School	Address			
Highest Grade Completed	Computer training and experience <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, list training below)</i>			
List special training, vocational schools, specialized military service schools and apprenticeship programs.				
<i>Type of Program</i>	<i>Address</i>	<i>From</i>	<i>To</i>	<i>Equipment and/or software used</i>
For attendance at a college, university or technical institute, give the information requested for each undergraduate and graduate degree. If you did not receive a degree but have some college training, please give dates in attendance and total hours completed. Start with most recent school and work backwards. Transcript(s) are required for coursework or degree(s).				
1) School			2) School	
City		State	City	
State			State	
Attended from (month/year)	To (month/year)	GPA/scale	Attended from (month/year)	To(month/year)
Major		Total credits	Major	
Minor		Total credits	Minor	
Degree granted		Date granted	Degree granted	
Thesis title			Thesis title	
Thesis advisor's name			Thesis advisor's name	
3) School			4) School	
City		State	City	
State			State	
Attended from (month/year)	To (month/year)	GPA/scale	Attended from (month/year)	To(month/year)
Major		Total credits	Major	
Minor		Total credits	Minor	
Degree granted		Date granted	Degree granted	
Thesis title			Thesis title	
Thesis advisor's name			Thesis advisor's name	
List membership in honor societies, professional organizations/societies and academic honors received.				

Attach supplemental resume/vita and list of articles published (other than thesis) giving title, publication and date published.

REFERENCES

List three persons (either managers, supervisors and/or faculty members) who are familiar with your qualifications.	
Name & Title	Association with you
Phone ()	
E-mail	
Address (street, city, state, zip)	
Name & Title	Association with you
Phone ()	
E-mail	
Address (street, city, state, zip)	
Name & Title	Association with you
Phone ()	
E-mail	
Address (street, city, state, zip)	

PERSONAL DATA

List any relatives presently employed by the Illinois State Geological Survey.
<p>Have you ever been convicted of a felony? If yes, explain fully. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Pursuant to Public Act 93-0211, effective January 1, 2004, ((20 ILCS 2630/12 (a)) applicants seeking employment with the State of Illinois are not obligated to disclose an arrest or conviction record that has been expunged or sealed. Employers may not ask if an applicant has had records expunged or sealed. Public Act 93-0211 does not apply to law enforcement agencies, the Department of Corrections, State's Attorneys or other prosecutors.)</i></p>
How did you find out about this position (please specify the name of the newspaper, journal, website, etc.)?
If you feel that you would like to add any other information including comments about the type of work you wish to do, please add this information in the space below. This space may also be used to describe any voluntary work experience you feel may be relevant (indicate approximate number of hours worked per month).
<p>I certify that the information given above is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement herein is sufficient cause for rejection of this application or termination after employment. I understand that acceptance of this application does not constitute offer of employment. ISGS is an at-will employer. Employment-at-will may be terminated at the will of either the employer or the employee. I understand that acceptance of an offer of employment will not create a contractual right of employment by the Illinois State Geological Survey in the future. I further understand that if employed, I will be subject to the employment rules and policies of the Board of Natural Resources and Conservation and the Illinois State Geological Survey during the course of my employment.</p>

<i>Signature</i>	<i>Date</i>
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Indicate the number of credit hours you received in the fields of study listed below:

Field of Study	Undergraduate Hours		Graduate Hours	
	Semester	Quarter	Semester	Quarter
Accounting				
Agronomy				
Bacteriology				
Biology				
Botany				
Business Administration				
Cartography				
Chemistry				
Computer Science				
Data Processing				
Drafting				
Economics				
Electronics				
Engineering				
English				
Finance				
Geography				
Geology				
Graphic Design				
Industrial Arts				
Journalism				
Law (Business)				
Library Science				
Management				
Mathematics				
Microbiology				
Physics				
Photography				
Programming				
Public Administration				
Secretarial Science				
Statistics				
Other				

EDUCATIONAL LOAN DEFAULT STATEMENT

Public Act 85-827 requires that any application forms used by state agencies shall include a statement to be signed by the applicant concerning whether the applicant is in default on a student loan. Each applicant must complete this form by checking one of the following, signing and dating the form, and submitting it along with other employment application forms.

Name:

Date:

_____ I am **not** in default for a period of six months or more and in the amount of \$600 or more on the repayment of any educational loan guaranteed by the State Scholarship Commission or made by an Illinois institution of higher education or any other loan made from public funds for the purpose of financing higher education.

_____ I am currently **in default** on a student loan as described in the preceding paragraph. (Note: A state agency is required to terminate employment of any employee who has not made a satisfactory repayment arrangement with the maker or guarantor of the loan prior to completion of the sixth month of employment.)

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

The Illinois State Geological Survey is required by Federal law to request and maintain data on the racial/ethnic and sex identity and handicap and veteran status of all applicants for employment. This data provides information necessary to monitor our compliance with Equal Employment Opportunity requirements.

Name:

Date:

Gender: Female Male

Racial Ethnic Data (check the one with which you identify)

_____ **American Indian or Alaskan Native.** Persons having origin in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

_____ **White,** not of Hispanic origin. Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Black,** not of Hispanic origin. Persons having origins in any of the black racial groups of Africa.

_____ **Asian or Pacific Islanders.** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ **Hispanic.** Persons of Mexican, Puerto Rican, Cuban, Central and South American, or Spanish culture or origin, regardless of race.

Handicap and Veteran Status

_____ **Special Disabled Veteran.** Any veteran who (a) is entitled to compensation by the Veteran's Administration for a disability rated at 30 percent or more, or (b) was discharged or released from active duty by reason of service-connected disability.

_____ **Vietnam Era Veteran.** Any veteran of the armed services who (a) served on active duty for at least 181 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (b) was released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

_____ **Handicap.** Any individual who has a physical or mental impairment which substantially limits one or more life activities, has a record of, or is regarded as having such an impairment.

Should you want to be considered for protected class employment as a handicapped person, you may want to indicate the category which would qualify you by circling the appropriate number below:

1. blindness/visual impairment
2. deafness/hearing impairment
3. orthopedic impairment
4. cardiovascular disorder
5. mental disorder
6. nervous system disorder
7. respiratory related impairment
8. loss of limbs
9. other (specify)

