Employment Application

Kankakee County Convention & Visitors Bureau, Inc. (KCCVB) Phone: 815-935-7390



275 E. Court St. Suite 102, Kankakee, IL 60901

Equal access to KCCVB programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Executive Director.

(Please Print) Position Applied For:			Dat	te of Application:		
Address:(St	reet)		(City)	(State)	(Zip)	
Driver's License No			Home Phone	: ()		
Type of Employment De	esired: (Chec	k all that apply)	Cell Phone: (_)		
Full Time	Part-Tim	e Email	Address:			
Temporary	Seasona	al Have y	you reached your 18 th birth	day?YesN	0	
Are you legally eligible (Proof of U.S. citizenship)			States?YesNo uired upon employment.)			
			en convicted of a felony? _ sealed or expunged records of		of juvenile records.	
If yes, please provide date(s) and details: _					
Employed by: Address: Job Title: May we contact them? Reason for Leaving:	nployers, start	Name and Tr If yes, best co	recent, including military ex From: Phone: (tle of Supervisor: ontact information:	To:)		
			From:			
			Phone: (
			tle of Supervisor:			
May we contact them?						
			From:			
			Phone: (
			tle of Supervisor:			
		-	ontact information:			
Drieny describe the fiatur		n your position				

EDUCATION

High School Name and Location:	
Years Completed: 9 10 11 12	Diploma/Degree:
College/University Name and Location:	
Years Completed:	Diploma/Degree:
Describe Course of Study:	
Other – Name and Location:	
Years Completed:	Diploma/Degree:
Describe Course of Study:	

JOB QUALIFICATIONS

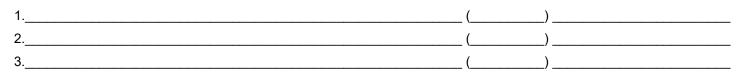
Please list any current licenses, certificates or registrations that are required for the position for which you are applying.

JOB SKILLS

List any additional license, certificates, computer software knowledge skills, experiences or training that may qualify you for work with the KCCVB.

REFERENCES

Give name, address and telephone number of three references who are not related to you:



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

I give the KCCVB the right to investigate all references and past employment and to secure additional information about me, if job related. I hereby release from liability the KCCVB, its employees and it representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that either as a condition of the KCCVB's pre-employment testing process or as a condition of employment I may be required to submit to a criminal background investigation (excluding expunged juvenile records), complete satisfactorily a physical agility test, physical examination, including testing for drug and/or alcohol use, polygraph testing, psychological testing and credit check. I authorize the release of the results of those tests and exams to the KCCVB. I release the KCCVB, its employees and all third party contractors from any claim arising out of such exams and tests, and waive all rights to damages of any form I may suffer from submitting to such exams and tests.

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

I understand that, just as I can terminate the employment relationship at any time for any reason, so too, the KCCVB may terminate my employment or change any term or condition of employment at any time and for any or no reason, with or without notice. I understand that no representative of the KCCVB has the authority to make any assurances to the contrary.

I understand that the KCCVB is an Equal Opportunity Employer, the KCCVB does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that it is the KCCVB's policy not to refuse to hire a gualified individual with a disability because of that person's need for an accommodation that would be required by the ADA.

I certify that I have read and understood the foregoing agreement and that no one has made any promise or agreement contrary to it, and agree to be bound by its terms.

PLEASE READ STATEMENTS ABOVE BEFORE SIGNING

SIGNATURE OF APPLICANT _____ DATE _____