



THE GALENA TERRITORY  
ASSOCIATION, INC.

## APPLICATION FOR EMPLOYMENT

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

---

### POSITION INFORMATION

Position Applied For: \_\_\_\_\_

Type of Employment Desired:  Full-Time  Part-Time  Seasonal  Temporary

Date Available to Start: \_\_\_\_\_

---

### EMPLOYMENT ELIGIBILITY

Are you legally authorized to work in the United States?

Yes  No

*Note: Proof of work authorization will be required only after an offer of employment, in accordance with federal law.*

If you are under 18 years of age, can you provide documentation required by Illinois law?

Yes  No  N/A

---

### REFERRAL SOURCE

How did you learn about this position?

---

---

### EDUCATION

High School Name & Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_  Diploma  GED  Other: \_\_\_\_\_



## APPLICATION FOR EMPLOYMENT

**College / Technical / Trade School (if applicable)**

**Name & Location:** \_\_\_\_\_

**Course of Study:** \_\_\_\_\_ **Years Completed:** \_\_\_\_\_

**Degree or Certificate Earned:** \_\_\_\_\_

---

### **EMPLOYMENT HISTORY**

*(List your most recent employment first. Attach additional pages if necessary.)*

#### **Employer 1**

**Employer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Supervisor Name (optional):** \_\_\_\_\_

**Primary Duties and Responsibilities:**

---

---

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

---

#### **Employer 2 (Optional)**

**Employer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Supervisor Name (optional):** \_\_\_\_\_

**Primary Duties and Responsibilities:**

---

---

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

---



## APPLICATION FOR EMPLOYMENT

---

### **SKILLS & QUALIFICATIONS**

Please summarize any skills, certifications, licenses, or experience relevant to the position:

---

---

---

### **REFERENCES**

*(Professional references only; please do not include relatives.)*

Name	Relationship	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

---

### **BACKGROUND INFORMATION (IMPORTANT NOTICE)**

In compliance with the Illinois Job Opportunities for Qualified Applicants Act (“Ban-the-Box”), applicants are not required to disclose criminal history at this stage of the hiring process. Criminal history, if applicable to the position, will be discussed only after the applicant has been determined qualified and selected for an interview or has received a conditional offer of employment.

---

### **ACCOMMODATION STATEMENT**

The Galena Territory Association, Inc. will provide reasonable accommodations to qualified individuals with disabilities or pregnancy-related conditions in accordance with the Illinois Human Rights Act and the Americans with Disabilities Act. Applicants may request accommodation at any stage of the application or hiring process.

---

### **AT-WILL EMPLOYMENT & AUTHORIZATION**



## APPLICATION FOR EMPLOYMENT

I understand that, if hired, my employment with The Galena Territory Association, Inc. will be at-will, meaning that either I or the employer may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law.

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any material misrepresentation or omission may result in disqualification from consideration or termination of employment if hired.

---

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Name Typed:** \_\_\_\_\_

**By typing your name and clicking 'Submit' (or signing electronically), you agree that this electronic signature is the legal equivalent of your manual handwritten signature. You consent to the legally binding nature of this application and affirm that all information provided is true and accurate. This document may be rendered read-only to ensure integrity.**

### **INTERNAL USE ONLY – HIRING DECISION RECORD**

*(To be completed by Hiring Manager / Human Resources after applicant selection)*

Candidate Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  Hourly \$ \_\_\_\_\_ per hour  Salary \$ \_\_\_\_\_

Full-Time  Part-Time  Seasonal  Temporary