



**State of Illinois
Office of the Secretary of State
DEPARTMENT OF PERSONNEL**



Student Worker (Metro) Employment Application

Section I – PRINT OR TYPE ONLY

| | | | | |
|---------------------------------|----------------------|-----------------------------------|-------------------------|--|
| Social Security Number | | Date of Birth (Optional) | | |
| Last Name | | First Name | | Middle Initial |
| Street Address | | | County of Residence | |
| City | State | ZIP Code | | List the location in which you wish to work: (see attached list) 1. _____ 2. _____ 3. _____ |
| Primary Telephone Number () | | Alternate Telephone Number () | | |
| DRIVER'S LICENSE | | | | |
| State Issued | Class Rating-Non-CDL | Class Rating-CDL | Driver's License Number | Date Expires MO DY YR |

You MUST list a locality preference to be considered for this program.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL QUESTIONS ARE ANSWERED AND REQUIRED ATTACHMENTS ARE SUBMITTED.

1. Have you ever been discharged from a job? YES ___ NO ___
(If "YES," attach detailed explanation; layoff/downsizing does not apply.)
2. Have you ever pled guilty, been found guilty or been convicted of any criminal offense other than a minor traffic violation? (If "YES," attach statement with date(s), charge(s) and sentence(s). Expunged or sealed convictions need not be disclosed.) YES ___ NO ___
3. Are you currently in default on repayment of any state education loan?* YES ___ NO ___
4. Is any member of your family employed by the Office of the Secretary of State? YES ___ NO ___
(If "YES," please state: NAME OF EMPLOYEE: _____ RELATIONSHIP: _____)

*State law requires an employee in default on repayment of any education loan for 6 months or more and in the amount of \$600 or more shall, as a condition of employment, make satisfactory repayment arrangements with the maker or guarantor of the loan.

IMPORTANT NOTICE: To be eligible for the Student Worker Program you **MUST** be enrolled as a student for the following school year. **APPLICANT MUST** indicate below where he/she is enrolled or intends to enroll for continued education.

I am currently enrolled in: High School College

In September, I will be enrolled in: High School College

Name of School/College: _____

Your application will be returned if this information is not provided.

I authorize release of any information supplied on this application for purposes of verification and determination of suitability for Student Worker employment through a background check. I certify that the information, education and work experience listed on this application is true and accurate to the best of my knowledge, and I understand that misrepresentation of any material may be grounds for ineligibility or termination of employment.

Written Signature of Applicant (REQUIRED) Date

THE OFFICE OF THE SECRETARY OF STATE IS AN EQUAL OPPORTUNITY EMPLOYER.

List and describe any volunteer or paid work experience. Begin with your most recent position and work backward.

| | | | | | |
|---|-----------------|----------------------------|--------------------------------|---------------------------|---------|
| Name and address of current or last employer: | | | | Payroll Title: | |
| If this position was supervisory, indicate number of employees supervised of each type: | | | | | |
| Manual/Trades | Clerical/Office | Technical/Paraprofessional | Professional | Administrative/Managerial | |
| Dates of Employment: | | | Monthly Salary: | | |
| From: Mo | Yr | To: Mo | Yr | Starting: | Ending: |
| Total: | Years | Months | Average hours worked per week: | | |
| Describe your duties and responsibilities. Please be specific. | | | | | |
| | | | | | |
| | | | | | |
| Reason for leaving: | | | | Office Use Only | |
| | | | | Level | Amount |

| | | | | | |
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RETURN COMPLETED APPLICATION TO:

Secretary of State
 Department of Personnel
 196 Howlett Building
 Springfield, IL 62756

Secretary of State
 Department of Personnel
 17 N. State St., Ste. 1276
 Chicago, IL 60602

Student Worker Work Location Preference

I understand that if I am hired as a student worker for the Office of the Secretary of State's, I will be offered whatever location is available.

However, below are my preferences in priority order. **Please indicate the top four locations where you would like to work, with #1 being your first priority.**

| | | |
|-------------------|--|-------|
| Aurora | 339 E. Indian Trail | _____ |
| Bridgeview | 7358 W. 87 th St. | _____ |
| Chicago Heights | 570 W. 209 th St. | _____ |
| Chicago North | 5401 N. Elston Ave. | _____ |
| Chicago South | 9901 S. ML King Dr. | _____ |
| Chicago West | 5301 W. Lexington | _____ |
| Deerfield | 405 Lake Cook Rd. | _____ |
| Diversey Express | 4642 W. Diversey | _____ |
| Downtown Chicago | various locations | _____ |
| Elgin | 595 S. State St. | _____ |
| Elk Grove Village | 650 Roppolo Dr. | _____ |
| Joliet | 201 S. Joyce Rd. | _____ |
| Libertyville | 342 Peterson Rd. | _____ |
| Lockport | 1029-31 9th St. (Regency Pt. Plaza) | _____ |
| Lombard | 837 S. Westmore | _____ |
| Melrose Park | 1903 N. Mannheim Rd. | _____ |
| Midlothian | 14434 S. Pulaski Rd. | _____ |
| Naperville | 931 W. 75 th St., Ste. 161 | _____ |
| Niles | 8261 Golf Rd. | _____ |
| Orland Park | 14700 S. Ravinia Ave. | _____ |
| Plano | 712 E. South St. | _____ |
| Schaumburg | 1227 E. Golf Rd. | _____ |
| South Holland | 41 W. 162 nd St. | _____ |
| Waukegan | 617 S. Green Bay Rd. | _____ |
| West Chicago | 1280 Powis Rd. | _____ |
| Wheaton | 128 W. Liberty | _____ |
| Woodstock | 428 S. Eastwood Dr. | _____ |