



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



Student Worker 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 County in which you wish to work. 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 back.**

JOB # 1	Employed by: _____	Dates of Employment: From: _____ To: _____ (mo / yr) (mo / yr)
	Address: _____	Total Number of: _____ (years) _____ (months)
	City / State: _____	Monthly Salary: Starting Salary \$ _____ Ending Salary \$ _____
	Payroll Title: _____	Average hours worked per week: _____
	List and describe your duties and responsibilities: _____ _____ _____	
Reason for Leaving: _____		

JOB # 2	Employed by: _____	Dates of Employment: From: _____ To: _____ (mo / yr) (mo / yr)
	Address: _____	Total Number of: _____ (years) _____ (months)
	City / State: _____	Monthly Salary: Starting Salary \$ _____ Ending Salary \$ _____
	Payroll Title: _____	Average hours worked per week: _____
	List and describe your duties and responsibilities: _____ _____ _____	
Reason for Leaving: _____		

JOB # 3	Employed by: _____	Dates of Employment: From: _____ To: _____ (mo / yr) (mo / yr)
	Address: _____	Total Number of: _____ (years) _____ (months)
	City / State: _____	Monthly Salary: Starting Salary \$ _____ Ending Salary \$ _____
	Payroll Title: _____	Average hours worked per week: _____
	List and describe your duties and responsibilities: _____ _____ _____	
Reason for Leaving: _____		

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