



# PRE-EMPLOYMENT APPLICATION General

1417 W. Kenyon Rd  
Urbana, IL 61801  
217-337-0913

Qualified applicants are considered without regard to Race, Color, Sex, National Origin, Age, Marital Status, religion, Sexual Orientation or Veterans Status

**Note: ANSWER ALL QUESTIONS - WRITE LEGIBLY - THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED \*\*\*\*\*PLEASE PRINT\*\*\*\*\***

**THIS APPLICATION MUST BE COMPLETED IN INK AND IN APPLICANT'S OWN HANDWRITING**

Date of application	Name: First	Middle	Last
Home Phone ( )	Cell Phone ( )	Social Security No	
Position Applying for		Email Address	
Street address		City	State Zip
If at the above address for less than three (3) years, list below all addresses for the past 3 years. FMCSR 391.21(3)			
Street address		City	State Zip
Street address		City	State Zip
How did you find out about us?			

Have you ever worked for this Company before?					Yes <input type="radio"/>	No <input type="radio"/>
If Yes	From	To	Position	Salary	Per	
Have you ever worked for this Company under another name?					Yes <input type="radio"/>	No <input type="radio"/>
If Yes	What name(s)					
Names of any relatives employed by this Company?						
If hired can you provide evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?					Yes <input type="radio"/>	No <input type="radio"/>
Do you speak, write and understand any foreign language?				Yes <input type="radio"/>	No <input type="radio"/>	What Language?
Are you able to perform the essential functions and duties of the job as contained in the job description with or without reasonable accommodations?					Yes <input type="radio"/>	No <input type="radio"/>

EMERGENCY CONTACT	
Name	Relationship
Address	Phone

FOR EMPLOYER USE ONLY - DO NOT WRITE IN THIS AREA									
Application Review	Date	Time	By	Qualified	Yes <input type="radio"/>	No <input type="radio"/>			
Interview	Date	Time	By	By					
Approved for Background	Yes <input type="radio"/>	No <input type="radio"/>	Date	By	Qualified	Yes <input type="radio"/>	No <input type="radio"/>		
Hired	Yes <input type="radio"/>	No <input type="radio"/>	Start Date	Drug Test on	Medical Card Expiration Date				

<b>Education</b>	Circle Highest Grade Completed	Grade School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4
High School Attended		College Attended		Tech School
City	State	Year Graduated	City	State
List any other applicable training or schools and date completed				

Have you served in the U.S. Armed Forces?	Yes <input type="radio"/>	No <input type="radio"/>	From	To
Branch	Rank / Duties			

**Employment History**

Please provide your employment history by listing your current or most recent employer first then listing previous employers in date order backward from the most recent. Employment should include all full and part time positions. Dates may be listed as month and year. Gaps in employment should be included in appropriate section.

<b>Current Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				

<b>Previous Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				

<b>Previous Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				

<b>Previous Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				

<b>Previous Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				
<b>Previous Employer</b>		Employer		
From	To	Address		
Phone		City	State	Zip
Rate of Pay	Per	Supervisor	Position Held	
Reason for leaving				

<b>Gaps in Employment</b>		Reason for Gap in Employment		
From	To			
From	To			
From	To			

<b>Criminal History</b>		
<p>Local ordinances require that persons having contact with City initiated tows or tow records have a background investigation conducted on them. A person may be disqualified if they have been convicted, during the preceding five (5) years, of any criminal offense of the State of Illinois or any other jurisdiction involving any of the following, and the applicant does not make a compelling showing that he/she is nevertheless suitable for such employment:</p> <ul style="list-style-type: none"> <li>(i) Bodily injury or attempt to inflict bodily injury to another;</li> <li>(ii) Theft of property or attempted theft of property;</li> <li>(iii) Sexual assault or attempted sexual assault of any kind; or</li> <li>(iv) Possession and or manufacture of a controlled substance.</li> </ul>		
Have you ever been convicted of any of the above criminal offenses?	Yes <input type="radio"/>	No <input type="radio"/>
Have you been convicted of any criminal offense? (A conviction will not necessarily disqualify you from employment)	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever convicted for possession, sale, or use of a controlled substance?	Yes <input type="radio"/>	No <input type="radio"/>
Have you ever used any illegal drugs (including marijuana)?	Yes <input type="radio"/>	No <input type="radio"/>
If yes to any of the above questions please state circumstances and provide dates.		

<b>Job Skills</b>	Please describe your skills specific to the position:

References		Please provide at least three (3) references. These should be people who you have known for at least three (3) years, are not related to you and have not been your supervisor.					
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	

**Certification and Release**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or mis-statement of any material fact on this pre-employment application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Reynolds Towing Service Inc. to thoroughly investigate my work record, education, references and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports, and other information related to my work records, without giving me prior notice to such disclosure. In addition, I hereby release the Company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby authorize any law enforcement agency or court to furnish information concerning my motor vehicle records, felony or misdemeanor convictions.

I hereby agree to submit to an Alcohol and Controlled Substance Testing / Screening for pre-employment medical qualification and thereafter as warranted by Company policy and Federal regulations.

I understand that nothing contained in this pre-employment application or conveyed during any interview which may be granted, is intended to create an employment contract between me and Reynolds Towing Service Inc. I further understand and acknowledge that my employment relationship is of an "at will" nature, which means that I may resign at any time and that the Company may discharge me at any time with or without cause or advance notice. It is further understood that this "at-will" employment relationship may not be changed by any verbal or other conduct unless such change is specifically acknowledged in writing by Gregory Reynolds or Susan Jepsen. I further acknowledge that no specific promises relating to condition of employment have been made to me. No promises or representations contrary to the specific provisions of this paragraph are binding on the Company unless made in writing and signed by me and the Company's designated representative.

Date \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

*This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.*