



## **ILLINOIS MARINE TOWING, INC.**

P.O. Box 536 - Lemont, IL 60439  
Phone: 630/257-3400 - Fax: 630/257-3589

Thank you for your interest in Illinois Marine Towing, Inc.

Please complete the entire application for employment, including:

- Authorization for release of personal information
- Previous employer name and phone number
- Education history
- Personal references
- Emergency information

Return the application with two (2) forms of identification from the enclosed list of acceptable documents.

Application must contain all requested information to be considered for employment.

Sincerely,

Joe Messina  
Personnel Manager

# APPLICATION FOR EMPLOYMENT

Referred By: \_\_\_\_\_

Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

<b>PERSONAL INFORMATION</b>		Social Security Number	Application Date
Last Name	First Name	Middle Initial	Telephone Number
Present Address	Number and Street	City	State      Zip Code
Permanent Address	Number and Street	City	State      Zip Code
If you are not a citizen of the United States, please indicate your authorization to be employed.		Military Service Status	Draft Classification Status

<b>EMPLOYMENT DESIRED</b>		Date You Can Start	Salary Desired
Position(s) applied for		Are you currently employed?	If so, may we contact your present employer?
If you have applied to this company before, please indicate when.		If you have relatives employed by this company, please give names.	
If you have ever worked for this company before, please indicate when and position held.		Do you seek full time or part-time employment?	Shift or hours preferred
Do you have any special skills, experience or qualifications related to the position(s) applied for?		Do you have any physical limitations which would hinder your performance in the position applied for?	

**SPECIAL QUESTIONS**

DO NOT ANSWER ANY OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS CHECKED A BOX PRECEDING A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

Height: \_\_\_\_\_ feet \_\_\_\_\_ inches       Citizen of U.S. \_\_\_\_\_ Yes \_\_\_\_\_ No

Weight: \_\_\_\_\_ lbs.

<b>PREVIOUS EMPLOYMENT</b>		Please Explain Any Gap In Employment History Below		
Please List Most Recent Employment First	Name and Location	Position	Salary	Reason For Leaving
1	From			
	To			
2	From			
	To			
3	From			
	To			
4	From			
	To			

PLEASE TURN OVER

# EDUCATIONAL HISTORY

Languages Spoken

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	YEARS* ATTENDED	DATE* GRADUATED	SUBJECTS STUDIED/MAJORS
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS PROFESSIONAL SCHOOL				

## PERSONAL REFERENCES PLEASE LIST 3 NON-RELATIVES WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

	NAME AND ADDRESS	TELEPHONE	RELATIONSHIP - YEARS KNOWN
1			
2			
3			

In Case of Emergency NOTIFY: Name Address City State Zip Code Phone Number

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* The civil rights act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Some states prohibit discrimination because of age. The age discrimination in employment act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. If this state prohibits the request of any information on this form, this information will not be used to discriminate against possible employment.

Interviewed By:	<b>DO NOT WRITE BELOW THIS LINE</b>		Interview Date:
REMARKS			
NEATNESS	CHARACTER		
PERSONALITY	ABILITY		
Hired	Dept.	Position	Reporting Date Salary/Wages
Approved By	Employment Manager	Dept. Head	General Manager



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## **Authorization for Release of Personal Record Information**

To whom it may concern,

I hereby authorize any present or former employer, school, police department, division of motor vehicles or other persons to furnish bearer with any of my records or information in their possession.

Print Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State \_\_\_\_\_

I hereby acknowledge that I have read and understand the statement above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### **Drug and Alcohol Testing Program**

I understand and I am willing to participate in the Illinois Marine Towing, Inc. Alcohol and Drug Testing Program as listed below:

- A. Pre-Employment
- B. Random Testing
- C. Post-Accident/Injury Testing
- D. Reasonable Cause

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Signature

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Date

## LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)		1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address		2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp		3. School ID card with a photograph		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph <i>(Form I-766, I-688, I-688A, I-688B)</i>		4. Voter's registration card		4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer		5. U.S. Military card or draft record		5. U.S. Citizen ID Card <i>(Form I-197)</i>
		6. Military dependent's ID card		6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	9. Driver's license issued by a Canadian government authority			
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)