



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.					
				Office Use Only	
Reason for leaving:				Level	Amount

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Manual/Trades	Clerical/Office	Technical/Paraprofessional	Professional	Administrative/Managerial	
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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.					
				Office Use Only	
Reason for leaving:				Level	Amount

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. 1300
 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, 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. 87th St.	_____
Chicago Diversey Express	4642 W. Diversey	_____
Chicago Heights	570 W. 209th St.	_____
Chicago North	5401 N. Elston Ave.	_____
Chicago South	9901 S. ML King Dr.	_____
Chicago West	5301 W. Lexington	_____
Deerfield	405 Lake Cook Rd., A6-9	_____
Des Plaines	1470 Lee St.	_____
Downtown Chicago	various locations	_____
Elgin	595 S. State St.	_____
Elk Grove Village	650 Roppolo Dr.	_____
Joliet	201 S. Joyce Rd.	_____
Lake Zurich	951 S. Rand Rd.	_____
Lockport Express	1029-31 E. 9th St.	_____
Lombard	837 S. Westmore	_____
Melrose Park	1903 N. Mannheim Rd.	_____
Midlothian	14434 S. Pulaski Rd.	_____
Naperville	931 W. 75th St., Ste. 161	_____
Orland Park	14700 S. Ravinia Ave.	_____
Plano	712 E. South St.	_____
Schaumburg	1227 E. Golf Rd.	_____
South Holland	41 W. 162nd St.	_____
Waukegan	617 S. Green Bay Rd.	_____
West Chicago	1280 Powis Rd.	_____
Wheaton	128 W. Liberty	_____
Woodstock	428 S. Eastwood Dr.	_____