NAME: _____

APPLICATION CHECKLIST

***Please note: There are 4 documents below which contain links that must be completed and attached to your online application**

Required Forms and Documents	Attached to Online Application ✔
Copy of Birth Certificate or Naturalization Papers if born outside of the United States	☐
Copy of valid Driver's License	☐
Copy of POWER Test Card ➢ **Must** be issued between 05/23/20 – 05/22/2021 *(May bring copy of Power test card to written exam if issued after 5/17/2021)*	☐
Copy of High School Diploma or GED	☐
Copy of College Transcripts, if applicable	☐
Copy of College Diploma, if applicable	☐
Copy of DD-214 or proof of military service if currently active, if applicable	☐
1 - Employment History Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
2 - Residence(s) Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
3 - Acquaintances/References Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
4 - Signed Consent and Release Form* (To save the document, click Print, Save as PDF, and attach to application)	☐
$25.00 Non-Refundable Application Fee ➢ If paying by check or cash - mail or drop off payment at address below ➢ If paying by credit card, call (815) 459- 2020	Payment must be received by 05/17/2021 @ 4:00 pm

City of Crystal Lake
Attn: Human Resources
100 W. Woodstock Street, Crystal Lake, IL 60014
Hours: 8:00 am – 5:00 pm Monday - Friday
Phone: (815) 459-2020 – Credit Card payments
HR: (815) 356-3653 – Questions