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	Attach 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 issued between 01/26/2021 – 01/26/2022	☐
Copy of High School Diploma or GED	☐
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* (Print, Sign, and attach to application)	☐

$25.00 Non-Refundable Application Fee - Must be received by 5:00 PM 1/17/22

Cash or check payable to the City of Crystal Lake via mail or in-person, or credit card accepted over the phone. To make a payment over the phone, please call the Finance Department at (815) 459-2020. City Hall hours are Monday through Friday, 8:00 AM – 5:00 PM.

City of Crystal Lake – Attn: HR - 100 W. Woodstock Street - Crystal Lake, IL 60014

To complete the online employment application, please visit www.crystallake.org.

Written Examination Information:

Wednesday, January 26, 2022 – 6:00 p.m. OR Saturday, January 29, 2022 – 8:00 a.m.

(attend only one – choose preferred date on application)