



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE**

**County Office Building  
County Board Room 210  
Monday March 4, 2019 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 20, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion of Employee Years of Service Recognition Program*
  - *Discussion and approval of Employment Application*
  - *Discussion of Email Retention and Storage Issues*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR MEETING  
County Office Building  
111 W. Fox Street, Room 210; Yorkville  
Wednesday, February 20, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Judy Gilmour		5:37p.m.	
Scott Gryder	Present		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Latreese Caldwell, Mera Johnson, Bob Jones, Scott Koeppel, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Prochaska second by Member Gryder to approve the agenda. With three members voting aye, the agenda was approved by a 4-0 vote.

**APPROVAL OF MINUTES** – Motion made by Member Vickers, second by Member Gilmour to approve the February 4, 2019 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer’s Office* – Written report in the packet. Bob Jones stated that the one-time January premium included the \$50,000 credit from BCBSIL. Mr. Jones stated he would schedule wellness presentations for the second monthly meeting.

*Administration Department* – Scott Koeppel introduced Mera Johnson, new Risk & Compliance Coordinator who began on February 19, 2019.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- Presentation of 2018 Worker’s Compensation, Liability & Property Insurance End of Year Review – Dan Mackey introduced himself and Dane Mall to the committee. Mr. Mall provided background on what Alliant Mesirov has done with ICRMT since beginning with the County in October 2018, reviewed the

special projects where Alliant Mesirow partnered with Kendall County staff to develop solutions for unique exposures and situations, an overview of Kendall County claims, and goals and objectives for 2019. The primary claims goals and objectives included:

- ~ Conducting regular claim reviews
  - ~ Performing Cyber Liability review
  - ~ Performing a Contractual Liability review and improving Contractual Risk Management Practices
  - ~ Developing an annual Loss Control Plan
- Presentation of 2018 Health Insurance End of Year Review – Mike Wojcik and Beth Ismael from The Horton Group provided demographics on the Kendall County employee population, and cited goals for 2019 included:
- ~ Cost Containment of the H.S.A. Plan
  - ~ Development of the Wellness Program
  - ~ Control of the Prescription Expenses

Mr. Wojcik reported risks for the County include:

- ~ The number of employees that waved health benefit coverage
  - ~ The Specialty drug costs
  - ~ The aging of the employee population
- Discussion and Approval of Update of Kendall County Board Rules of Order – Scott Koeppel reviewed the proposed changes to the Board Rules of Order with the committee. **There was consensus by the committee to forward the updated Board Rules of Order to the County Board for approval.**

**EXECUTIVE SESSION – Not needed**

**ITEMS FOR COMMITTEE OF THE WHOLE – None**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of the updated Kendall County Board Rules of Order*

**ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. With four members voting aye, the meeting was adjourned at 7:14p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

## Bob Jones

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**From:** Bob Jones on behalf of Benefits  
**Sent:** Thursday, February 21, 2019 10:49 AM  
**To:** ENotice  
**Subject:** Benefit Spotlight  
**Attachments:** Com Psych Answers.pdf; What is diabetes\_.pdf

Good morning!

I just wanted to touch base with everyone regarding a benefit that Kendall County offers all of its employees that is free of charge. It is an EAP (Employee Assistance Program) that is through ComPsych. Here are a few of the kinds of issues and examples that they can help you with:

- **EAP**: Psychological, Relationships, Stress Related, Depression
- **LegalConnect**<sup>®</sup>: Divorce/Separation, Civil Problems, Landlord/Tenant problems
- **FinancialConnect**<sup>®</sup>: Income Tax Issues and filing, Financial Hardships, Credit Card Debt
- **FamilySource**<sup>®</sup>: Moving and Apartment Hunting, Government Services: Financial Assistance, Child Care

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The screenshot shows a flyer for the ComPsych GuidanceResources Program. At the top, it says "Your ComPsych® GuidanceResources® Program". Below that, it lists "CALL ANYTIME" with phone numbers: "Call: 800-272-7255" and "TDD: 800.697.0353". It also provides online resources: "Online: guidanceresources.com" and "Company ID: COM588". At the bottom, it states "Confidential support, information and resources for all of life's challenges."

You can either call and talk to someone or they have a wealth of online resources as well, again that is free to all employees of Kendal County. It is all confidential through ComPsych and they are available 24/7.

I am attaching their basic flyer which can also be hung in break rooms. They also have a lot of information about wellbeing and help with for example Diabetes. I have attached a short flyer with the basics of diabetes and things you can do to help manage it.

It is pretty amazing the amount of information and help that ComPsych can give, especially since it is free!

If you have any questions, please let me know. Thanks and have a great day!

**Bob Jones, MBA**  
Chief Deputy Treasurer  
111 West Fox St  
Yorkville, IL 60560  
630.553.4838

# Answers, 24/7

Whether it's counseling, legal and financial guidance, or advice on well-being and work-life balance, your Employee Assistance Program can help. Our support, resources and information are free, confidential and available all day, every day for you and your family. Online or over the phone, we're available 24/7.



**Here when you need us.**

**Call: 800-272-7255**

**TTY: 800.697.0353**

**Online: [guidanceresources.com](http://guidanceresources.com)**

**App: GuidanceNow<sup>SM</sup>**

**Web ID: COM589**



## Reminder: Holiday Gifts, Prizes or Parties Can Be Taxable Wages

By Vicki Nielsen © Ogletree Deakins  
November 17, 2016

The employment tax implications of employers' holiday gift-giving is among the year-end workplace issues that employers face. Below are the tax rules employers should know if they are planning on thanking their employees with gifts, prizes, or a party this holiday season.

The general tax rule under Internal Revenue Code Section 61 is that all forms of compensation are subject to income tax unless specifically excluded by the tax code. This rule, however, is occasionally forgotten when it comes to giving gifts or door prizes at company holiday parties. Sometimes employers do not view a gift or prize as compensation for past or future services. Other times the employer incorrectly assumes that the gift is excludable from gross income under tax code Section 102(a), which excludes from gross income the value of property acquired by gift, bequest, devise, or inheritance.

Section 102(c), however, provides that the gift exclusion does not apply to "any amount transferred by or for an employer to, or for the benefit of, an employee." Thus, when an employer gives an employee a gift, it is taxable under Section 102(c) unless another exception applies.

The primary exception to the rule that holiday gifts, prizes, and parties should be included in income can be found in code Section 132(a)(4), which excludes certain de minimis fringe benefits from taxable income.

### Holiday Gifts, Prizes, and Parties

Section 132(a)(4) provides that gross income does not include any fringe benefit that qualifies as a de minimis fringe benefit. Section 132(e)(1) defines a de minimis fringe benefit as any property or service the value of which is so small as to make accounting for it unreasonably or administratively impracticable. The determination of whether an item is de minimis must also take into account the frequency with which similar fringe benefits are provided by the employer to employees.

Section 1.132-6(e)(1) of the U.S. Department of the Treasury's regulations provides examples of de minimis fringe benefits (<http://www.law.cornell.edu/cfr/text/26/1.132-6>) that are excludable from an employee's gross income, and Section 1.132-6(e)(2) provides examples of fringe benefits that are not excludable as de minimis fringes. "Traditional birthday and holiday gifts of property (not cash) with a low fair market value" and "occasional cocktail parties, group meals or picnics for employees and their guests" are among the examples of de minimis fringe benefits in the regulations.

#### Examples of De Minimis Fringe Benefits

Examples of de minimis fringe benefits include the following:

- Traditional birthday and holiday gifts of property (not cash) with a low fair market value.
- Occasional cocktail parties, group meals, picnics for employees or their guests.
- Occasional theater or sporting event tickets.
- Coffee, doughnuts, and soft drinks.
- Flowers, fruit, books or similar property provided to employees under special circumstances (for example, on account of illness, outstanding performance, or family crisis).
- Occasional personal use of the employer's copying machine.
- Local telephone calls.

#### Examples of Fringe Benefits That Are Not Excludable

Examples of fringe benefits that are not excludable from gross income as de minimis fringes include the following:

- Season tickets to sporting or theatrical events.
- The commuting use of an employer-provided vehicle for more than one day a month.
- Membership in a private country club or athletic facility.
- Use of employer-owned or leased facilities (such as an apartment, hunting lodge, boat, etc.) for a weekend.

#### The Gift of Cash, Gift Certificates, or Gift Cards

Cash is never a de minimis fringe benefit and always taxable, no matter how little (except in the limited cases of money paid for a meal required because of overtime work or for local transportation that is required for security concerns). This is because it is not unreasonable or administratively impracticable to account for cash since the value of the amount provided is readily apparent.

Treasury regulations section 1.132-6(c) similarly provides that (<http://www.law.cornell.edu/cfr/text/26/1.132-6>) a:

cash equivalent (such as a fringe benefit provided to an employee through the use of a gift certificate or charge or credit card) is generally not excludable as a de minimis fringe benefit even if the same property or service acquired would be excludable as a de minimis fringe benefit. For example, the provision of cash to an employee for a theater ticket that would itself be excludable as a de minimis fringe ... is not excludable as a de minimis fringe.

In Technical Advice Memorandum (TAM) 200437030 ([www.shrm.org/ResourcesAndTools/hr-topics/compensation/Documents/0437030.pdf](http://www.shrm.org/ResourcesAndTools/hr-topics/compensation/Documents/0437030.pdf)) (April 30, 2004), the Internal Revenue Service considered an employer's gift of a \$35 gift certificate, redeemable for groceries at specified local grocery stores, which was given in lieu of the ham, turkey, or gift basket that the employer had traditionally bestowed as holiday gifts in prior years. The IRS held that the gift certificate was not de minimis because it is not administratively impracticable to account for gift certificates.

The guidance indicates that an employer's gift of holiday hams to employees qualifies as excludable de minimis fringe benefits; however, the amount of the gift certificates that an employer gives employees to purchase the hams themselves is taxable income. A possible exception might be found in the IRS's informal guidance, described below, according to which the gift certificates would be considered property because they specifically convey the right to receive a ham.

#### **Specified-Item Gift Cards vs. General Merchandise Gift Cards**

In its explanation of de minimis fringe benefits (<http://www.irs.gov/Government-Entities/Federal%2c-State-%26-Local-Governments/De-Minimis-Fringe-Benefits>), the IRS distinguishes between gift certificates that are redeemable for general merchandise and gift certificates that allow an employee a specific item of personal property.

According to the IRS, gift certificates that are redeemable for general merchandise or have a cash equivalent value are not de minimis and are taxable, but a certificate that "allows an employee to receive a specific item of personal property that is minimal in value, provided infrequently, and is administratively impractical to account for, may be excludable as a de minimis benefit, depending on the facts and circumstances."

Accordingly, a gift card or gift certificate that can only be redeemed for a specific, tangible item (for example, a ham, movie pass, or box of chocolates) may qualify as a de minimis fringe benefit under limited situations, but the IRS would view even a \$5 gift card to a general retailer as income to the employee.

Employers planning on giving gift cards this season should remember that the IRS regulations support treating all gift cards and gift certificates provided to an employee as taxable income. Although there may be limited situations when the value of a gift card or gift certificate could be excluded from an employee's income, employers might want to take a conservative view and include the value of all gift cards and gift certificates in employee wages.

#### **What Value Is Too High to Qualify as De Minimis?**

Unfortunately, there is no bright-line dollar amount as to what qualifies as de minimis. The tax code, Treasury regulations, and other IRS guidance do not provide a specific dollar limit for de minimis gifts. The value of the examples of de minimis fringes in the Treasury Regulations ranges from \$21 per month worth of transit passes (which amounts to \$252 per year) to theater or sporting event tickets, which today could cost well over \$100 apiece.

The IRS has advised that benefits of \$100 and \$109 do not qualify as de minimis. In Chief Counsel Advice (CCA) Memorandum 200108042, ([www.shrm.org/ResourcesAndTools/hr-topics/compensation/Documents/0108042.pdf](http://www.shrm.org/ResourcesAndTools/hr-topics/compensation/Documents/0108042.pdf)) which the IRS issued on December 20, 2000, the IRS said that non-monetary recognition awards having a fair market value of \$100 do not qualify as de minimis fringes. In TAM 200030001 ([www.shrm.org/ResourcesAndTools/hr-](http://www.shrm.org/ResourcesAndTools/hr-)



topics/compensation/Documents/0030001.pdf), which the IRS issued on April 6, 2000, the IRS said that \$109 exceeds an amount that would reasonably be considered de minimis. Some employers use a \$25 or \$50 value for treating something as de minimis, but there is no support for excluding any specific dollar amount as de minimis.

Based on Treasury regulations, employers need not include the value in employee wages of throwing a holiday lunch, dinner, or party for their employees, or of giving a traditional holiday ham, turkey, fruit basket, flowers, or similar item of small value (provided that the employer doesn't provide holiday gifts on a regular basis throughout the year).

However, holiday gifts or prizes valued at large dollar amounts (tablets and flat screen televisions, for example) will never qualify as de minimis fringe benefits.

When it comes to holiday gifts and prizes in between those ranges, employers must use their judgment in deciding whether the gift or prize is excludable from employee income as a de minimis fringe benefit. Given the uncertainty in this area, employers might want to take a conservative view.

*Vicki M. Nielsen (<http://www.ogletreedeakins.com/attorneys/vicki-m-nielsen>) is of counsel in the Washington, D.C. office of Ogletree Deakins and a member of the Employee Benefits Practice and Industry Group. © 2013 Ogletree Deakins. All rights reserved. Republished with permission.*

**Related SHRM Articles:**

What are some guidelines for giving holiday gifts to employees? ([www.shrm.org/hr-today/news/hr-magazine/1116/Pages/guidelines-for-giving-holiday-gifts.aspx](http://www.shrm.org/hr-today/news/hr-magazine/1116/Pages/guidelines-for-giving-holiday-gifts.aspx)), *HR Magazine*, October 2016

Holiday Bonuses Shrink as Variable Pay Gets More Dollars ([www.shrm.org/ResourcesAndTools/hr-topics/compensation/pages/holiday-bonuses-shrink.aspx](http://www.shrm.org/ResourcesAndTools/hr-topics/compensation/pages/holiday-bonuses-shrink.aspx)), *SHRM Online Benefits*, December 2015

Holiday Rewards: Cash vs. Gifts ([www.shrm.org/resourcesandtools/hr-topics/benefits/pages/holiday-rewards-gifts-cash.aspx](http://www.shrm.org/resourcesandtools/hr-topics/benefits/pages/holiday-rewards-gifts-cash.aspx)), *SHRM Online Benefits*, December 2014

Are there any tax issues we need to be aware of when we give employees a gift card or other small gift? ([www.shrm.org/resourcesandtools/tools-and-samples/hr-qa/pages/cms\\_018823.aspx](http://www.shrm.org/resourcesandtools/tools-and-samples/hr-qa/pages/cms_018823.aspx)), *SHRM HR Q&As*, December 2012

**Related External Article:**

Tax Treatment of Holiday Gifts to Employees (<http://www.jacksonlewis.com/resources.php?NewsID=4670>), Jackson Lewis, December 2013

Contact Us ([www.shrm.org/about-shrm/Pages/Contact-Us.aspx](http://www.shrm.org/about-shrm/Pages/Contact-Us.aspx)) | 800.283.SHRM (7476)

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## De Minimis Fringe Benefits

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In general, a de minimis benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. De minimis benefits are excluded under Internal Revenue Code section 132(a)(4) and include items which are not specifically excluded under other sections of the Code. These include such items as:

- Controlled, occasional employee use of photocopier
- Occasional snacks, coffee, doughnuts, etc.
- Occasional tickets for entertainment events
- Holiday gifts
- Occasional meal money or transportation expense for working overtime
- Group-term life insurance for employee spouse or dependent with face value not more than \$2,000
- Flowers, fruit, books, etc., provided under special circumstances
- Personal use of a cell phone provided by an employer primarily for business purposes

In determining whether a benefit is de minimis, you should always consider its frequency and its value. An essential element of a de minimis benefit is that it is occasional or unusual in frequency. It also must not be a form of disguised compensation.

Whether an item or service is de minimis depends on all the facts and circumstances. In addition, if a benefit is too large to be considered de minimis, the entire value of the benefit is taxable to the employee, not just the excess over a designated de minimis amount. The IRS has ruled previously in a particular case that items with a value exceeding \$100 could not be considered de minimis, even under unusual circumstances.

### Cash Benefits

Cash is generally intended as a wage, and usually provides no administrative burden to account for. Cash therefore cannot be a de minimis fringe benefit. An exception is provided for occasional meal or transportation money to enable an employee to work overtime. The benefit must be provided so that employee can work an unusual, extended schedule. The benefit is not excludable for any regular scheduled hours, even if they include overtime. The employee must actually work the overtime.

Meal money calculated on the basis of number of hours worked is not de minimis and is taxable wages.

### Gift certificates

Cash or cash equivalent items provided by the employer are never excludable from income. An exception applies for occasional meal money or transportation fare to allow an employee to work beyond normal hours. Gift certificates that are redeemable for general merchandise or have a cash equivalent value are not de minimis benefits and are taxable.

A certificate that allows an employee to receive a specific item of personal property that is minimal in value, provided infrequently, and is administratively impractical to account for, may be excludable as a de minimis benefit, depending on facts and circumstances.

## Achievement awards

Special rules apply to allow exclusion from employee wages of certain employee achievement awards of tangible personal property given for length of service or safety. These awards

- Cannot be disguised wages
- Must be awarded as part of a meaningful presentation
- Cannot be cash, cash equivalent, vacation, meals, lodging, theater or sports tickets, or securities.

In addition, there are other requirements specific to achievement and safety awards and there are dollar limitations that must be met. See Publication 5137, *Fringe Benefit Guide* or Publication 535 for more information.

## How are de minimis fringe benefits reported?

If the benefits qualify for exclusion, no reporting is necessary. If they are taxable, they should be included in wages on Form W-2 and subject to income tax withholding. If the employees are covered for social security and Medicare, the value of the benefits are also subject to withholding for these taxes. You may optionally report any information in box 14 of Form W-2.

*Page Last Reviewed or Updated: 25-May-2018*



# KENDALL COUNTY ADMINISTRATIVE SERVICES DEPARTMENT

**To: Admin HR Committee; Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder,  
Matthew Prochaska, Robyn Vickers**

**From: Mera Johnson, HR Risk Management & Compliance Coordinator**

Below is an outline of proposed changes to the current Kendall County Administration Employment Application:

<b>Current Application</b>	<b>Proposed Application</b>
Home, Work & Mobile Phone	Phone
Email Address	Email (optional)
Position Represented by Union? (Internal Use)	Not Included
How did you hear about this opportunity?	Not Included
Have you applied to Kendall County in the past?	Not Included
Driver's License (Only for positions which require driving)	Not Included
Moving violation or Criminal Conviction	Not Included
Terminated or asked to resign from any job?	Not Included
Served in Military?	Not Included
Available start date? days & hours available?	Able to work position's required hours?
Professional References	Personal References



**KENDALL COUNTY  
ADMINISTRATION  
111 W. FOX STREET  
YORKVILLE, IL 60560**

**EMPLOYMENT APPLICATION**

Date of Application: \_\_\_\_\_

**Kendall County is an equal opportunity employer and does not discriminate against applicants and/ or employees on the basis of their race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, pregnancy, marital status, ancestry, military status, genetic information and/ or any other basis prohibited by federal, state and/ or local laws, regulations and ordinances.**

**(PLEASE PRINT IN INK. If applicant requires a reasonable accommodation to complete the job application process, please contact Administrative Services at 630-553-4171.)**

<b>Position Title applied for (title inserted by employer):</b>		<b>Position Represented by Union (inserted by employer):</b> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>Last Name:</b>		<b>First Name:</b>	<b>Middle Initial</b>
<b>Address:</b>		<b>City, State &amp; Zip Code</b>	
<b>Home Telephone Number:</b>		<b>Email Address:</b>	
<b>Work Telephone Number:</b>			
<b>Mobile Telephone Number:</b>			
<b>How did you hear about this employment opportunity?</b>			
<input type="checkbox"/> Name of Newspaper _____		<input type="checkbox"/> Name of Employment Agency _____	
<input type="checkbox"/> Kendall County website		<input type="checkbox"/> County Employee (Name of Employee) _____	
<input type="checkbox"/> Other (Please specify) _____			
<b>Are you legally authorized to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please note proof of eligibility to work in the United States will be required upon offer of employment.)</i>			
<b>Are you over the age of 18 years?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, you may be required to provide authorization from a parent or guardian and / or your school.)</i>			
<b>Can you with or without reasonable accommodation, perform the essential functions of this job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If you have questions regarding the functions of this job, ask the interviewer before answering this question.)</i>			
<b>Have you ever applied to Kendall County in the past?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, provide date, position and department)</i>			
<b>Date</b> _____	<b>Position</b> _____	<b>Department</b> _____	
<b>Have you ever worked for Kendall County in the past?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide the date you began and ended your former position as well as the title of that position.</i>			
<b>Employment Began on:</b> _____ <b>Date Ended</b> _____ <b>Title:</b> _____			

**DRIVER'S LICENSE (Only for positions which require driving)**

Are you legally authorized to drive in the State of Illinois?  Yes  No

Do you have a Commercial Driver's License (CDL)?  Yes  No

Have you been convicted of any moving violations in the past five years?  Yes  No

If yes, please explain:

Have you ever been convicted of a crime other than a traffic violation?  Yes  No

**Applicant is not obligated to disclose sealed, expunged or impounded records of conviction or arrest pursuant to Section 12 of the Illinois Criminal Identification Act, 20 ILCS 2630 / 12. A "Yes" response will not disqualify an application for consideration for a position. Such information is only relevant in determining whether the conviction is directly related to the position for which you are applying).**

If yes, please explain the circumstances.

Have you ever been terminated or asked to resign from any job?  Yes  No

If yes, please explain circumstances.

Which employment status do you prefer?  full time  part time  intern

What starting hourly rate of pay or salary (annualized) do you desire if employment is offered to you?

\$ \_\_\_\_\_ Hourly Rate or \$ \_\_\_\_\_ Salary (annualized)

Please indicate date you are available to start employment? \_\_\_\_\_

Please indicate Days and Hours available:

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

Please list any academic honors, scholarships, offices held, etc. that are relevant to the position for which you are applying. (Do not list any which reflect your race, color, religion, gender, national origin, age, disability, sexual orientation, or any other category protected by Federal or State Law)

Describe any specialized training, apprenticeships, licenses or skills you have that are relevant to the position for which you are applying:

Have you received any job-related training in the United States Military?  Yes  No

*(If yes, please provide dates and explanation.)*

DATE	DESCRIBE TRAINING

**EDUCATIONAL BACKGROUND**

Type of School	Name and location of School	Degree Earned or Years completed	Field of Study (Major and Minor)
High School			
Colleges or Universities			
Technical Schools			

**PROFESSIONAL REFERENCES:** *(Please list up to six persons who are not related to you and are either current or previous supervisors or co-workers who can provide professional references.)*

Name	Address	Phone Number	Relationship/Occupation	Years Known



**EMPLOYMENT HISTORY**

*Please begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Explain any gaps in employment.*

<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b> <b>From:</b>	<b>Wage or Salary</b> <b>Starting Wage:</b>	<b>Name and Title of Supervisor</b> <b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			

**Reason for Leaving:**

<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b> <b>From:</b>	<b>Wage or Salary</b> <b>Starting Wage:</b>	<b>Name and Title of Supervisor</b> <b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			

**Reason for Leaving:**

<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			
<b>Reason for Leaving:</b>			

<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			
<b>Reason for Leaving:</b>			

<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b> <b>From:</b>	<b>Wage or Salary</b> <b>Starting Wage:</b>	<b>Name and Title of Supervisor</b> <b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
	<b>Describe your duties:</b>  		
<b>Phone Number:</b>  			
<b>Position Held:</b>			

**Reason for Leaving:**

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<b>Company Name and Company Address</b>  <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b> <b>From:</b>	<b>Wage or Salary</b> <b>Starting Wage:</b>	<b>Name and Title of Supervisor</b> <b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
	<b>Describe your duties:</b>  		
<b>Phone Number:</b>  			
<b>Position Held:</b>			

**Reason for Leaving:**

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**Please provide any other information that you feel will help us in considering your application for employment.**

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**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

**Kendall County is an equal opportunity employer and does not discriminate against applicants and/ or employees on the basis of their race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, pregnancy, marital status, ancestry, military status, genetic information and/ or any other basis prohibited by federal, state and/ or local laws, regulations and ordinances.**

**I hereby certify that all of the information provided by me in this application (and any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents or interview(s) may cause rejection of my application for employment or may cause immediate termination of employment regardless of the timing or circumstances at discovery.**

**I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Kendall County and if I become a non-union employee of Kendall County, such employment with Kendall County is employment at will for no specified duration and may be terminated by either Kendall County or me at any time with or without cause, and with or without notice. I understand that, if I am selected for a position that is part of a bargaining unit represented by a union, my employment will be subject to the applicable terms and conditions of the union contract. I understand that none of the documents, policies, procedures, actions, or statements of Kendall County or its representatives during the application process is deemed a contract of employment real or implied. I understand that no individual representative of Kendall County has the authority to enter into any contract of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing approved by a majority of the County Board and signed by the of Chair of the Kendall County Board.**

**In consideration for employment with Kendall County, if employed, I agree to conform to the rules, regulations, policies and procedures of Kendall County at all times and understand that such obedience is a condition of employment.**

**I understand that if offered a position with Kendall County, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.**

**I understand and agree that all information furnished in this application may be verified by the County or its authorized representatives. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to the County. I further authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Kendall County and/ or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all claims and damages that may result from providing such information.**

**I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application. I understand that certain information I provide to Kendall County may be provided to the public as required by the Illinois Freedom of Information Act.**

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Provide name and phone number of person completing this form if other than applicant:**

\_\_\_\_\_

## **SAMPLE EMPLOYMENT APPLICATION**

*The information contained in this sample document is provided for general informational purposes only. No information contained in this post should be construed as legal advice nor is it intended to be a substitute for legal counsel on any subject matter.*



<b>Present or Last Employer</b>	<u>Employed</u> <b>From</b> mo/yr	<u>Pay</u> <b>Start \$</b>	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
Name of Employer	<b>To</b> mo/yr	<b>Final \$</b>	Name and Title of <u>Last Supervisor</u>	
Address				
Phone				
<b>Previous Employer</b>	<u>Employed</u> <b>From</b> mo/yr	<u>Pay</u> <b>Start \$</b>	<u>Your Title or Position</u>	<u>Reason for Leaving</u>
Address	<b>To</b> mo/yr	<b>Final \$</b>	Name and Title of <u>Last Supervisor</u>	
City, State, Zip Code				
Phone				

May we contact your current and previous employers?  Yes  No  
If no, please explain:

Please indicate any actual experience; special training and qualifications that you have which you feel are relevant to the position for which you are applying.

If hired, can you furnish proof that you are over 18 years of age?  Yes  No

Are you able to perform the essential functions of this job with or without reasonable accommodation?  
 Yes  No

Will you be able to work the position's required work hours?  Yes  No

**EDUCATIONAL BACKGROUND**

School Name	Years Completed (Circle)	Diploma/Degree	School Name
High School:	9 10 11 12		
College/University:	1 2 3 4		
Graduate/Professional:	1 2 3 4		
Trade or Correspondence:			
Other:			

**PERSONAL REFERENCES**

Please list three references who are not your previous employers or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

**ACKNOWLEDGMENTS AND DISCLAIMER**

By signing my name below, I certify that all information provided in this application, my resume, other employment application documents, and interview are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions in my application, resume, other employment documents, or interviews(s) may be cause for rejection of my application, or may be cause for subsequent dismissal at anytime if hired by the Kendall County \_\_\_\_\_ Office.

I understand and agree that all information furnished in this application may be verified by the Kendall County \_\_\_\_\_ Office or its authorized representative. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to the Kendall County \_\_\_\_\_ Office. I further authorize all individuals and organizations named in this application to give the Kendall County \_\_\_\_\_ Office and its authorized agents all information relative to such verification. I hereby release such individuals and organizations, Kendall County, Illinois and the Kendall County \_\_\_\_\_ Office from any and all liability for any claim or damage resulting therefrom.

I understand that the Kendall County \_\_\_\_\_ Office is not obligated to provide employment and that I am not obligated to



accept employment should an offer of employment be made to me. **NOTHING IN THIS APPLICATION, OR IN ANY PRIOR OR SUBSEQUENT ORAL OR WRITTEN STATEMENT, IS INTENDED TO OR DOES CREATE ANY CONTRACT OF EMPLOYMENT. SHOULD THIS APPLICATION AND THE PROCESS SURROUNDING THIS APPLICATION RESULT IN MY EMPLOYMENT WITH THE KENDALL COUNTY \_\_\_\_\_ OFFICE, I UNDERSTAND THAT I WOULD BE HIRED AS AN EMPLOYEE AT WILL AND NOTHING IN THIS APPLICATION WOULD RESTRICT MY RIGHT AS AN EMPLOYEE OR THE KENDALL COUNTY \_\_\_\_\_ RIGHT AS AN EMPLOYER TO TERMINATE MY EMPLOYMENT AT ANY TIME.**

The Kendall County \_\_\_\_\_ Office is an equal opportunity employer and does not discriminate against applicants and/or employees on the basis of their race, color, religion, sex, pregnancy, sexual orientation, national origin, marital status, age, ancestry, military status, veteran status, disability, genetic information, pregnancy and/or any other basis prohibited by state, federal and/or local laws, regulations and ordinances.

If selected for the position and upon commencement of employment, I understand that I will be required to submit verification that I am legally authorized to work in the United States as required by the Immigration Reform & Control Act.

If the Kendall County \_\_\_\_\_ Office determines that you are qualified for the position and you have been notified that you have been selected for an interview or, if there is no interview, you have been made a conditional offer of employment with the Kendall County \_\_\_\_\_ Office, you may be required you to submit to a criminal history background check. By signing my name below, I affirm my understanding that certain offenses may disqualify me from employment in a particular position with the Kendall County \_\_\_\_\_ Office (1) if the Kendall County \_\_\_\_\_ Office is required to exclude applicants with certain criminal convictions from employment due to state or federal law; and/or (2) if I am applying for a position where a bond is required and one or more specified offenses would disqualify me from obtaining the bond.

**BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ AND AGREE TO THE ACKNOWLEDGMENTS AND DISCLAIMERS SET FORTH ABOVE. BY SIGNING MY NAME BELOW, I ALSO HEREBY AFFIRM THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date