

Helpful Information for Applicants

- ❖ For a step-by-step guide on applying for positions, please visit: [City of Urbana Application Help Pages](#). We also offer information on [Frequently Asked Questions](#) and [Resume and Interviewing Help](#). If your question isn't covered, please contact our office at (217) 384-2459 or e-mail Elizabeth Borman at: eeborman@urbanaininois.us.
- ❖ In the Agency-Wide and Supplemental Questions sections, be aware that these sections will time out after 30 minutes. If you need more than 30 minutes to complete this section click the 'Save Work in Progress' button periodically to save your work. Typing does not extend your session. All questions marked 'Required' need to be answered in order to submit the application. Note: DO NOT use HTML tags in your answers.
- ❖ If you need a reasonable accommodation to complete an application, please contact the Human Resources division at (217) 384-2459 or e-mail: eeborman@urbanaininois.us.
- ❖ Please note that any misrepresentations or false information in your application or supplemental materials may result in disqualification, removal of your name from all eligible lists, and possible discipline or discharged if you are currently employed with the City. You will have to produce documentation verifying identity and employment eligibility in the U.S., and you may be required to verify any and all information given on this application.
- ❖ Completed applications are the property of the City of Urbana and will not be returned.
- ❖ The City of Urbana is an Equal Opportunity Employer dedicated to a policy of nondiscrimination in employment. All qualified applicants will receive consideration of employment regardless of race, color, national origin, religion, sex, age, marital status, physical and mental disability, sexual preference, political affiliation, or other legally protected group status.



On Your Application

- To apply, visit our Job Opportunities page at: <http://urbanaininois.us/jobs>. You can apply 24 hours a day, 7 days a week from any Internet connection!
- Be sure to include a valid e-mail address at which we may contact you. Paper notifications will no longer be an option. If the e-mail address you provide for us is incorrect, we will not be able to contact you.
- If you are currently employed or attending school, select "Present" as the end date; this option is located at the bottom of the End Date drop down menu.
- Do not complete the application using all caps.
- It is important that your application show all the relevant education and experience you possess. **Do not** answer questions with "see resume"; these responses will be considered incomplete answers and applications will be rejected if incomplete.
- Any unrequested information revealed by the applicant will not be considered.
- In the "Preferences" section of the application, you will be asked to state your preferred salary. Please use the stated salary range for this question. Salary ranges are set by Urbana City policy and are not negotiable.