

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

DATE _____ S.S. # _____

NAME _____

Present Address _____

Phone Number _____ Cell Phone # _____

Referred By: _____

Are you 18 years of age or older? Yes _____ No _____

Your date of birth ____/____/____.

Do you have a commercial driver license? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____ If so, please explain below:

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____

Salary Desired _____ Are You Employed Now? _____ If So May We Inquire _____

Ever Applied to this Company Before? _____ When _____

EDUCATION

Grammar School _____ Address _____

High School _____ Address _____

Did You Graduate? _____ Yes _____ No. Last Year Completed _____

NEED COPIES OF DRIVERS LIC. AND DIPLOMA. ATTACH TO APPLICATION.

College _____ Address _____

Years Completed _____ 1. _____ 2. _____ 3. _____ 4. Did You Graduate _____.

Please list below any specific qualifications, certifications, or skills that may contribute to your Abilities in performing the position available.

FORMER EMPLOYERS List below your last four employers, starting with the last one first.

NAME AND ADDRESS OF EMPLOYER _____

Salary upon leaving _____ Position _____ From _____ To _____
Duties performed: _____

Reason for leaving _____

2. _____

Salary upon leaving _____ Position _____ From _____ To _____

Duties performed: _____

Reason for leaving _____.

3. _____

Salary upon leaving _____ Position _____ From _____ To _____

Duties performed: _____

Reason for leaving _____.

4. _____

Salary upon leaving _____ Position _____ From _____ To _____

Duties performed: _____

Reason for leaving _____.

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name _____ Address _____

Position _____ Years Acquainted _____

Name _____ Address _____

Position _____ Years Acquainted _____

Name _____ Address _____

Position _____ Years Acquainted _____

AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENT, OMISSION, OR MISREPRESENTATION ON THIS APPLICATION IS SUFFICIENT CAUSE FOR REFUSAL TO HIRE, OR DISMISSAL IF I HAVE BEEN EMPLOYED, NO MATTER WHEN DISCOVERED BY THE COMPANY.

I UNDERSTAND THAT FILLING OUT THIS FORM DOES NOT INDICATE THERE IS A POSITION OPEN AND DOES NOT OBLIGATE THE CITY TO HIRE. IF HIRED, I AGREE TO ABIDE BY ALL CITY WORK RULES, POLICIES AND PROCEDURES. THE CITY RETAINS THE RIGHT TO REVISE ITS POLICIES OR PROCADURES, IN WHOLE OR IN PART, AT ANY TIME.

DATE _____ SIGNATURE _____