

Application for Employment

Our policy is to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, religion, national origin, disability status, or other legally protected status.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Are you 18 years old or older? Yes No

Have you ever been convicted of a felony? Yes No

(Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

Do you have the legal right to work and remain in the United States? Yes No

If Yes, can you produce evidence of U.S. Citizenship or legal work status within three (3) days? Yes No

Can you perform the duties of the job for which you are applying? Yes No

If No, will you need any accommodations? Explain: _____

** If additional space is needed please attach additional pages.

Education	Name and Location of School	Year Graduated	Major	Diploma/Degree
High School				
College/Univ.				
College/Univ.				
Other Training Education, Including Police/Fire Academy				

POSITIONS APPLIED FOR:

1) _____

2) _____

WORK HISTORY

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Salary: \$ Per:	Starting Position:
Date Left:	Salary on Leaving: \$ Per:	Position on Leaving:
Name of Supervisor:	Title of Supervisor:	
Description of Duties:	Reason for Leaving:	

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Salary: \$ Per:	Starting Position:
Date Left:	Salary on Leaving: \$ Per:	Position on Leaving:
Name of Supervisor:	Title of Supervisor:	
Description of Duties:	Reason for Leaving:	

Most Recent Employer:	Address:	Telephone:
Date Started:	Starting Salary: \$ Per:	Starting Position:
Date Left:	Salary on Leaving: \$ Per:	Position on Leaving:
Name of Supervisor:	Title of Supervisor:	
Description of Duties:	Reason for Leaving:	

Do you have a current commercial driver's license? _____

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of _____? Specify office equipment, machines, computers you can operate:

Give the names and addresses of three (3) persons, other than relatives, who have knowledge of your character, experience or ability:

NAME	ADDRESS/PHONE NO.	OCCUPATION

EMPLOYEE STATEMENT

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at-will employment status nor does it create an employment contract.

I certify that I have made no willful misrepresentations in this application, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment to be terminated.

I authorize former employers to release to the City of _____ or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the city. A photocopy of this authorization shall be valid as the original.

I understand that my appointment will be at the discretion of the department head, subject to the approval of the (chief administrative officer) and that this application is the property of the City and will become a part of my file if I am accepted for employment.

Signature of Applicant: _____

Date of Signature: _____