

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

Name _____
Last First Middle Date

Street Address _____

City/State Zip _____ Telephone _____

WORK PREFERENCE

Kind of work desired _____

Expected salary _____

Describe your prior experience in the kind of work you want. _____

Describe any formal schooling or training for this work. _____

List any licenses, security or bonding clearance or certificates you have. _____

Office skills (typing, machine operation, etc.) _____

Referral source: Friend Relative Employment Agency Other _____

AVAILABILITY FOR WORK

Date available for work _____ Full-time Part-time Temporary

Shifts or times you will work:

Day Afternoon Graveyard Rotating Weekends Holidays

Will you work daily overtime on occasion if necessary? Yes No

Will you work extra days in the week if necessary? Yes No

Do you plan to work elsewhere or attend school while working here? Yes No

PRESENT EMPLOYMENT

(Use additional sheets for any explanations you may wish to give about answers given below.)

Are you presently employed? Yes No

How much advance notice do you need to give your present employer? _____

Do you authorize us to contact your present employer as a reference? Yes No

PRIOR EVENTS

Have you ever worked for this municipality before? Yes No

Do you authorize us to contact your previous employers for references? Yes No

If you have ever been discharged or if you have ever resigned from any employment, please identify the employer and state the reasons for the discharge and/or resignation.

OTHER PERSONAL DATA

Do you have any relatives working for this municipality? Yes No

CITIZENSHIP/AUTHORIZATION TO WORK

Can you, after an offer of employment, submit proof that you are legally permitted to work in the U.S. under federal law? Yes No

(Please note that if you are hired to work, you will be required to furnish valid documentation that you are legally entitled to work in the U.S.)

Have you ever been convicted of a crime? Yes No

If yes, provide the date(s) and reason(s) for the conviction(s) _____

EDUCATION and TRAINING

If this information is included on an attached resume, please disregard this section.

High School

Name of last high school _____

Location _____

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 Average grade: _____

Special courses (typing, technical, etc.) _____

College or University

Name _____
Location _____
Years attended _____ Degree _____
Major subjects _____ GPA _____

Other (graduate, trade school, correspondence school, etc.)

Name _____
Location _____
Course length _____ Was course completed? Yes No
Degree _____ Subject _____
Grade average _____

EMPLOYMENT and U.S. MILITARY SERVICE RECORD

Please complete this section even if you have attached a resume. Give a complete account of your full-time employment. Begin with your *present* or *most recent* positions and *work back*.

1. Employer's name and address _____
Supervisor _____ Telephone _____
Main duties _____

From _____ To _____ Starting Pay _____ Ending Pay _____
Why did you leave? _____

2. Employer's name and address _____
Supervisor _____ Telephone _____
Main duties _____

From _____ To _____ Starting Pay _____ Ending Pay _____
Why did you leave? _____

3. Other positions and periods of unemployment:

Employer _____
Main Duties _____

From _____ To _____ Pay _____

Why did you leave? _____

Employer _____

Main Duties _____

From _____ To _____ Pay _____

Why did you leave? _____

Employer _____

Main Duties _____

From _____ To _____ Pay _____

Why did you leave? _____

Are you a veteran of the U.S. military service? Yes No

If so, Branch _____ Dates _____

Military training and experience relevant to job applied for: _____

CERTIFICATE OF APPLICANT (Read carefully before signing.)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed hereon including this municipality to answer any and all questions, provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract for employment. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time for any non-discriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Signature of Applicant

Date

[Name of Municipality] is an equal opportunity employer. It is the policy of this Municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other status protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to race, color, religion, national origin, sex, sexual orientation, ancestry, place of birth, age, disability, HIV status or other protected status under federal or state law.