



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, handicap, or national origin. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____ Date of Application: _____
 Address: _____ Social Security No.: _____
 _____ Referral Source (How did you hear about us?) _____

Phone No: _____
 Are you 18 years of age or older? ☐ yes ☐ no

Position applied for: _____

Have you ever been employed here before? ☐ yes ☐ no If yes, give dates and positions: _____

Date available for work: _____ Are you currently employed? ☐ yes ☐ no

Salary desired: _____ May we contact your current employer? ☐ yes ☐ no

Type of employment desired: ☐ full-time ☐ part-time ☐ temporary ☐ seasonal

Employment History: start with your most recent employer

Date: month and year	Name and Address of employer	Salary	Position	Brief description of job	Reason for leaving
From:					
To:					
Brief description of job:					
What did you like most about your position?					
What did you like least about your position?					
From:					
To:					
Brief description of job:					
What did you like most about your position?					
What did you like least about your position?					
From:					
To:					
Brief description of job:					
What did you like most about your position?					
What did you like least about your position?					

Skills and Qualifications:

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. _____

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

☐ Word Processing _____ Years: _____ ☐ E-mail _____ Years: _____
☐ Spreadsheet _____ Years: _____ ☐ Internet _____ Years: _____
☐ Other _____ Years: _____

Educational Background: (Starting with your most recent school attended, provide the following information.)

School (include city and state)	Circle last year completed	Did you graduate? Circle	Subject of study
	1 2 3 4	Yes No	
	1 2 3 4	Yes No	
	1 2 3 4	Yes No	

References: List name, address, and phone of three (3) persons not related to you, whom you have known at least one year.

Name	Address	Phone	Position	Years Acquainted

Authorization: I certify that the facts contained in this application (and accompanying résumé, if any) 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 City.

I understand that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or résumé, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. In addition, I release the City, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be 'at will' and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If employed, I agree to submit to a medical examination or drug test at any time deemed appropriate by the City and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the City's Drug and Alcohol Policy.

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 procedures, in whole or in part, at any time.

Applicant's Signature _____

Date _____

Notice to Applicant: If you are to be hired by the City, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.