

Application For Employment

Authorization
Mayor/Board



Check here if Re-Hire: _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For					Date of Application	
Last Name		First Name			Middle Name	
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)			E-Mail Address		Social Security Number	

How long have you lived at this address? _____
 If less than five (5) years, your previous address was

Street City State Zip Code

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you ever been employed with us before? Yes No
 If Yes, give date _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- Do you have a driver's license? Yes No
 If so, what class? _____
- Have you ever had your license revoked? Yes No
 If yes, please explain _____

- Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No
- On what date would you be available for work? _____
- Are you available to work: Full Time Part Time Shift Work Temporary
- Are you currently on "lay-off" status and subject to recall? Yes No
- Have you been convicted of a felony or misdemeanor within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment. Yes No
- If yes, please explain _____

Employment Experience

Start with your present or last job. Include any job-related military service, assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. It is not necessary to list employment experience going back more than five (5) years unless you feel it should be taken into consideration.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reasons for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reasons for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reasons for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Numbers(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reasons for Leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Education

	Name & Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other Specify				

Describe any specialized training, apprenticeship, or skills.

Do not answer unless box is checked,
 Indicate any foreign languages you speak fluently. _____

Describe any job-related training received in the United States Military.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

• I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you.

DATE

SIGNATURE