



# APPLICATION FOR EMPLOYMENT

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.

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

How did you learn about us?

- Advertisement
- Employment Agency
- Friend
- Relative
- Walk-In
- Other \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Drivers License Number \_\_\_\_\_

-- Drivers' license is not a requirement for all positions with the City

If you are under 18 years of age, can you provide required Proof of your eligibility to work? Yes\_\_\_\_ No\_\_\_\_

Have you ever filed an application with us before? If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? If Yes, give date \_\_\_\_\_

Are you currently employed? Yes\_\_\_\_ No\_\_\_\_

May we contact your present employer? Yes\_\_\_\_ No\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes\_\_\_\_ No\_\_\_\_

**Proof of citizenship or immigration status will be required upon employment.**

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\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you been convicted of a crime within the last 7 years? Yes \_\_\_\_\_ No \_\_\_\_\_

--Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain \_\_\_\_\_

## Employment Experience

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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.

1. Employer	Address	Supervisor's Name	Telephone Number (s)
Dates of Employment (Mon/Yr.) From To	Salary \$ per	Position	Reason for Leaving
Duties			
2. Employer	Address	Supervisor's Name	Telephone Number (s)
Dates of Employment (Mon/Yr.) From To	Salary \$ per	Position	Reason for Leaving
Duties			
3. Employer	Address	Supervisor's Name	Telephone Number (s)
Dates of Employment (Mon/Yr.) From To	Salary \$ per	Position	Reason for Leaving
Duties			
4. Employer	Address	Supervisor's Name	Telephone Number (s)
Dates of Employment (Mon/Yr.) From To	Salary \$ per	Position	Reason for Leaving
Duties			

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

## **Education**

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

Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any special job-related skills and qualifications acquired from employment or other experience.

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## **Additional Information**

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:*

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### **References**

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address \_\_\_\_\_

**APPLICANTS SHOULD UNDERSTAND AND MUST AGREE TO THE FOLLOWING:**

1. I understand that the City will rely on the information contained on this application form in extending any offer of employment, and I certify that the information I have provided contains no errors, omissions, or misrepresentations. I understand that City can take disciplinary action and/or terminate my employment at any time in the future should any information prove to be false or misleading.

2. Any employment offer and your employment is conditional until certain information has been satisfactorily reviewed and verified (i.e. if applicable: reference checks; credit checks (includes ability to obtain a credit card in positions that require travel); valid drivers' licenses, and criminal background checks.) The City may conduct a drug test and investigations, including Motor Vehicle Report (MVR), driver's license, criminal records, credit history, and verification of prior employment history, professional certifications and education. By signing this application I hereby grant permission to any person, firm, or corporation to release to the City or its representative any and all information regarding my past work or employment, and background. I waive any and all claims I might have with respect to the providing of such information.

3. If you are offered a position with the City, your employment will be conditional on your review of the Employee Handbook and signing of the 'Employee Handbook Acknowledgment Form.'

4 I understand that, during an initial six month probationary period, any City employment will be "at will" and that the City can terminate the employment relationship at any time during the probation period, with or without notice and for any lawful reason or for no reason.

5. I understand that my job responsibilities may require driving either a City vehicle or my personal automobile on City business. If applicable, I certify that I hold a valid driver's license. I understand that I may be required to maintain auto liability limits specified by the City.

6. I must provide proof of identity and authorization to work in the U.S. as required by the Immigration Reform and Control Act of 1986 within 3 work days on beginning employment.

7. I meet the minimum age requirements of applicable laws.

8. If you signed an employment agreement or confidentiality agreement or any other document with a prior employer that might restrict your activities if hired by the City, you must disclose this fact before a job offer is made. Failure to disclose such information is grounds for termination of your employment.

9. I understand that nothing in this application or the City's personnel ordinances, employee handbook, policies or procedures is intended to create, or does create, an employment contract between the City and me. I further understand and agree that if I am offered employment by the City, it will be on an "at will" basis during an initial six month probation period. This means that the City may terminate the employment relationship at any time for any reason with or without cause during the probationary period. I understand and agree that only the City Manager can enter into an agreement on any other terms of my employment, and that he or she can only do so in writing signed by him or her and the employee in question. Further, I understand and agree that this constitutes the entire agreement between the City and me with regard to this subject.

Printed Name

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Applicant's Signature

\_\_\_\_\_ Date \_\_\_\_\_