

Employment Application

PERSONAL INFORMATION

Name _____
Last First Middle Today's Date

Street Address _____

City/State _____ (____) ____ -
Preferred
Zip _____ Email Address _____ contact number

WORK PREFERENCE

Type of work desired _____

Expected pay \$ _____ per _____

WORK EXPERIENCE

Describe prior experience or skills related to the type of work desired.

Describe any formal education or training for this work. _____

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

Technology and equipment skills (computer software, machine operation, etc.)

How did you hear of this job?

- Friend Relative Employment Agency
 Online/print ad (please name) _____
 Other source (please name) _____

AVAILABILITY FOR WORK

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

Shifts or times you are willing to work:

Day Afternoon Night Rotating Weekends Holidays

Are you willing to work extra hours in the day on occasion if necessary? Yes No

Are you willing to work extra days in the week if necessary? Yes No

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

CURRENT EMPLOYMENT

(Use additional pages for any explanations you wish to provide about your responses below.)

Are you currently employed? Yes No

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

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

PRIOR EMPLOYMENT

Have you ever worked for this municipality before? Yes No

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

OTHER PERSONAL DATA

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

CITIZENSHIP/AUTHORIZATION TO WORK

If an offer of employment is made, can you submit proof that you are Yes No permitted to work in the U.S. under federal law?

(Note: if hired, you must furnish valid documentation that you are legally entitled to work in the U.S.)

EDUCATION and TRAINING

If this information is included on an attached resume, you may skip this section.

High School

Name of last high school _____

Location _____

Circle highest grade in school completed: 1 2 3 4 5 6 7 8 9 10 11 12

Related courses (computer software, technical, vocational, business, etc.)

College or University

Name _____

Location _____

Years attended _____ Degree _____

Major subjects _____ GPA _____

Other (Graduate level college or university, trade school, certificate program, etc.)

Name _____

Location _____

Course/certificate/degree length _____ Completed? Yes No

Degree _____ Subject or Major _____

EMPLOYMENT and U.S. MILITARY SERVICE RECORD

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

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:

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 hired, 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

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, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category 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 the aforementioned protected categories or other category protected by state or federal law.