

APPLICATION FOR EMPLOYMENT

We consider applications 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. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Please Print

<i>Position Applied for</i>		<i>Date of Application</i>	
Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Telephone Number		Social Security Number	

If you are under 18 years of age, can you provide
Required proof of your eligibility to work? Yes No

Have you ever applied for employment with us before? Yes No
If yes, give date: _____

Have you ever been employed with the City? Yes No
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)

What date would you be available for work? _____

Full Time Part Time Temporary Shift Work

Are you currently on "lay-off" status & subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? *Conviction will not necessarily disqualify an applicant from employment.* Yes No

If yes, please Explain: _____

High School:

Name	Address	Course of Study	Years/Diploma
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College:

Name	Address	Course of Study	Years/Diploma
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Other * Specify:

Name	Address	Course of Study	Years/Diploma
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Indicate any foreign languages you can speak, read and/or write:

Speak:	Fluent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Language: _____
Read:	Fluent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Language: _____
Write	Fluent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Language: _____

Describe any specialized training, apprenticeship, skills and/or job-related training Received in the US military:

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.

1.

Employer	Address	
Phone Number	Dates: From-To	Work Performed
Job Title	Supervisor	Reason for Leaving
Starting Hourly Rate/Salary	Final Hourly Rate/Salary	

2.

Employer	Address	
Phone Number	Dates: From-To	Work Performed
Job Title	Supervisor	Reason for Leaving
Starting Hourly Rate/Salary	Final Hourly Rate/Salary	

3.

Employer	Address	
Phone Number	Dates: From-To	Work Performed
Job Title	Supervisor	Reason for Leaving
Starting Hourly Rate/Salary	Final Hourly Rate/Salary	

4.

Employer	Address	
Phone Number	Dates: From-To	Work Performed
Job Title	Supervisor	Reason for Leaving
Starting Hourly Rate/Salary	Final Hourly Rate/Salary	

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

OTHER QUALIFICATIONS

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

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:

SPECIALIZED SKILLS

Check Skills/Equipment Operated:

<input type="checkbox"/> Fax	<input type="checkbox"/> PC
<input type="checkbox"/> 10 Key/Calculator	<input type="checkbox"/> Word Perfect/Windows
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Casselle

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No

REFERENCES

Please list 3 references that have known you for at least 1 year and are not related to you.

1. _____ () _____
Name Address Phone Number

2. _____ ()
 Name Address Phone Number

3. _____ ()
 Name Address Phone Number

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

 Signature of Applicant

 Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No
 Remarks _____

 Interviewer Date

Employed _____ Yes _____ No Date of Employment _____
 Job Title _____ Hourly Rate/Salary _____ Department _____
 By _____
 Name and Title Date