



Application for Employment

Personal Data

Name _____ Position Desired _____

Salary Desired _____ US Citizen _____ If No, What Country? _____

Address _____

Telephone _____ Date of Birth _____ SSN _____

Have you ever applied for a City position before? _____ If YES, when? _____

Military Service _____ If yes, Please attach DD form 214

Have you ever been convicted of a felony or job related crime? _____ If yes, please explain _____

Describe your skills as they relate to the desired position (see job description)

Education

High School Diploma/GED? _____ Year Completed _____ School _____

List any training or education you feel may be helpful.

Course	Description	Duration	Date Ended



Application for Employment

List Three Personal References that you have known at least three years.

Name	Address	Phone	Years Known

Employment History

Please begin with the most recent employer.

Employer _____ Supervisor _____

Address _____ Phone _____

Employment dates: from _____ to _____

Reason for leaving _____

May we contact this employer? _____

Employer _____ Supervisor _____

Address _____ Phone _____

Employment dates: from _____ to _____

Reason for leaving _____

May we contact this employer? _____

Employer _____ Supervisor _____

Address _____ Phone _____

Employment dates: from _____ to _____

Reason for leaving _____

May we contact this employer? _____

Please attach resume



Application for Employment

Please list at least two work references that we may contact.

Name	Address	Phone	Years Known

Do you possess a mental or physical disability which could create a hazard to you or other, or which might require accommodations on the job for which you are applying (ref. Section 503 Rehabilitation Act of 1973)? _____ If yes, please explain _____

Are there any types of positions for which you should not be considered or job duties you cannot perform because of a physical or mental hardship? _____ If Yes, what types of positions? _____

It is the Policy and practice of the City to recruit, hire and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, handicap, or other areas covered by Federal, State, or Local Fair Employment Laws and Regulations.

The information that I have provided is true and correct to the best of my knowledge.

Applicant Signature _____ Date _____

Office Use Only

Date Received _____ References Contacted _____

Past Employers Contacted _____ Work References Contacted _____

Interview Date/Time _____