

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.