

What was the last school you attended? _____

What extracurricular activities did you participate in, or special skills did you acquire, at the above-circled schools(s) which might be helpful for the job in which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or more recent employer, describe your employment experiences below:

Are you presently employed? Yes ___ No ___

Are you on layoff and subject to recall? Yes ___ No ___ If yes, to where? _____

1. Present or Last Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

May we contact your present employer at this time: Yes ___ No ___

If "No," please explain: _____

2. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

3. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name & Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes ___ No ___ If "No," please explain: _____

4. Next Previous Employer: _____

Address: _____

5. Next Previous Employer: _____

Address: _____

PERSONAL INFORMATION

Do you have, or have you applied for the legal right to remain permanently and work in the United States?

Yes ___ No ___

Have you ever been discharged or asked to resign by an employer? Yes ___ No ___ If yes, explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since the City will consider factors such as age, time of the offense, and nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes ___ No ___

If your answer is yes, please explain: _____

Please complete this section if the job for which you are applying might require you to drive City vehicles.

Do you have a valid driver's license? Yes ___ No ___ License No. and state: _____

Have you had any accidents in the last five years? Yes ___ No ___ If yes, please give details: _____

Has your driver's license ever been suspended, revoked, denied or cancelled? Yes ___ No ___

If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever been in the United States Armed Services? Yes ___ No ___

What branch? _____

Describe any skills you acquired in the Service which would be useful to the job for which you are applying: _____

YOUR REFERENCES

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

List the names of any professional or personal character references who have known you for the last three years and from whom you can obtain letters of recommendation. Please do not list relatives:

1. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements:

All the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known by the City, would affect my application unfavorably.

If I am hired by the City, and if the City discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job.

The employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with the City after this period of time, I must fill out another application.

If offered a position, I agree to submit to post-offer pre-employment testing for drugs or alcohol prior to beginning work with the City and understand that a positive test will form the basis for rescission of any job offer. I understand that if I am employed by the City, I may be required, when job related and consistent with the City's business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with the City, I agree to abide by all the City's rules and regulations.

I understand that nothing in this employment creates a contract of employment between me and the City. If I am hired by the City, my employment and compensation are "at will," which means that my employment can be terminated, either by the City or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, which is not an at-will agreement. Only the City Manager has the authority to enter into an employment agreement with me for any specified period of time.

I agree to release to the City or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the City's business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to the City, I authorize the City to withhold from my wages such amounts as permitted by law to satisfy my obligation to the City.

I give the City my permission to conduct any investigation regarding the information contained in my employment application, which the City thinks is necessary to determine my qualifications for assuming a job with the City. I give the City my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the City whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability that might result from furnishing any information about me.

Date

Signature