**Application for Employment**

|  |  |  |
| --- | --- | --- |
| Name (Last, First, Middle) | Date of Birth | Social Security Number |
| Address | City | State | Zip |
| Primary Number | Secondary Number | Referred By |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Position | Date You Can Start | Salary Desired |
| Are You Employed Now? Yes No | If so, may we contact your present employer? Yes No |
| Ever Applied to This Company Before? Yes No | When |

**EMPLOYMENT DESIRED**

**EDUCATION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE | SUBJECTS STUDIED |
| HIGH SCHOOL |  |  |  |  |
| COLLEGE |  |  |  |  |
| OTHER |  |  |  |  |

**GENERAL INFORMATION**

|  |
| --- |
| Subject of Special Study/Research Work |
| Special Training |
| Special Skills |
| U.S. Military or Naval Service | Rank |

**FORMER EMPLOYERS (STARTING WITH MOST RECENT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month & Year** | **Name & Address of Employer** | **Salary** | **Position** | **Reason for Leaving** |
| From |  |  |  |  |
| To |
| From |  |  |  |  |
| To |
| From |  |  |  |  |
| To |
| From |  |  |  |  |
| To |

**references**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **name** | **address** | **phone number** | **business** | **years known** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.”

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

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Signature Date

Do not write below this line

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interviewed by Date

**Remarks**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
| **hired** | **department** | **position** | **starting date** | **salary wages** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

city manager department head mayor/councilman