

Education and Training

School	School Name and Address	Did you graduate/GED? (Yes / No)	Degree Received or Years Completed	Major & Minor Fields of Study
High School or equivalent				(No need to complete this area of study for high school)
Vocational Technical				
College/University				
Other				

Licenses or Certificates

License or Certificate	Issuing State	License or Certification No.	Expiration Date (if applicable)

Employment Record - Begin with current or most recent employment. Use additional paper if necessary.

Employer / Company	Address		
Phone	Supervisor	Reason for Leaving	
Dates of Employment From (Mo/Yr) To (Mo/Yr)	Ending Wage/Salary	May we contact this employer? If No, please explain	
Position Title	List Duties/Responsibilities		
If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A			

Employer / Company	Address		
Phone	Supervisor	Reason for Leaving	
Dates of Employment From (Mo/Yr) To (Mo/Yr)	Ending Wage/Salary	May we contact this employer? If No, please explain	
Position Title	List Duties/Responsibilities		
If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A			

Employer / Company	Address		
Phone	Supervisor	Reason for Leaving	
Dates of Employment From (Mo/Yr) To (Mo/Yr)	Ending Wage/Salary	May we contact this employer? If No, please explain	
Position Title	List Duties/Responsibilities		
If you had supervisory responsibilities, please indicate how many individuals you supervised: _____ or N/A			

Applicant Name _____

Professional References - List individuals familiar with your work – Do not include relatives.

Name & Address	Relationship	Years Known	Best contact information (email or phone)

Acknowledgement and Authorization

Please read each of the following carefully before signing this application: (Unsigned applications will be disqualified)

I understand and agree that:

1. The City has my authorization to thoroughly investigate my work history; including contacting current and former employers. I will hold no person, corporation or organization liable for giving or receiving information in this investigation.
2. In consideration of employment, I agree to conform to the rules and regulations of the City and I understand that no representative of the City has any authority to enter into any agreement, oral or written, for employment for any specific period of time or to make any agreement or assurances contrary to City policy.
3. The City is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on a basis prohibited by local, state or federal law.
4. As part of the City’s employment process, the City may conduct a background check to confirm the accuracy of information supplied on this application. By signing this application, I knowingly and voluntarily authorize such investigation upon receiving a conditional offer of employment.
5. I understand that passing pre-employment screening, including drug and alcohol screening, fitness testing or psychological screening may be a requirement for some positions within the City. I understand that if a conditional offer of employment is given for a position with any of these requirements, a satisfactory completion of such pre-employment testing is considered a pre-requisite for qualifying for employment.
6. I further knowingly and voluntarily acknowledge that should any authorized background investigation produce an omitted disclosure regarding convictions, education or prior employers, intended or unintended, my application will be rejected and I will be disqualified for a period of five (5) years from the date of such discovery to make application for any position with the City, and I may be removed from the job after appointment.
7. I have read and agree to the above and hereby certify that the information provided in this employment application, including any additional information attached hereto, as well as any supplied during the hiring process, is true and complete.
8. I understand that nothing in this application is intended to imply or create an employment relationship or contract for employment. I further understand that, if hired, my employment is at-will and can be terminated at any time, with or without notice, for any reason. I also understand that, while personnel policies, programs, and procedures may change from time to time, such at-will status is not subject to change.

Applicant’s Signature _____

Date _____