

# APPLICATION FOR EMPLOYMENT

## PERSONAL INFORMATION:

|   |                      |       |
|---|----------------------|-------|
| Name (Last, First, Middle):                                 |                      | Date: |
| Present Address (Street, City, State, Zip):                 |                      |       |
| Permanent Address (Street, City, State, Zip):               |                      |       |
| Phone Number:<br>(     )                                    | Social Security No.: |       |
| State Name and Relationship of Any Relatives In Our Employ: | Referred By:         |       |

## EMPLOYMENT DESIRED:

|   |                               |
|---|-------------------------------|
| Position:                                     |                               |
| Date You Can Start:                           | Salary Desired:               |
| Are You Employed Now?                         | May We Contact Your Employer? |
| Have You Ever Applied To This Company Before? | When?                         |
| Where?  |                               |

## EDUCATION:

| School              | Name and Location | Graduated |    | Major Subjects | GPA |
|---------------------|-------------------|-----------|----|----------------|-----|
|                     |                   | Yes       | No |                |     |
| Grammar School      |                   |           |    |                |     |
|                     |                   |           |    |                |     |
| High School         |                   |           |    |                |     |
|                     |                   |           |    |                |     |
| College/ University |                   |           |    |                |     |
|                     |                   |           |    |                |     |
| Other (Specify)     |                   |           |    |                |     |
|                     |                   |           |    |                |     |

## OTHER INFORMATION:

|   |
|---|
| Subjects of Special Study or Research Work: |
| Special Training:                           |
| Activities: (Civic, Athletic, Etc.)         |

Exclude organizations, the name or character of which indicates the race, creed, sex, marital status, age, color, or national origin of its members.

(CONTINUED ON OTHER SIDE)

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**FORMER EMPLOYERS:** List the last four employers, starting with present or most recent.

| Date Month/Year | Name and Address of Employer | Salary | Position | Reason for Leaving |
|-----------------|------------------------------|--------|----------|--------------------|
| From:           |                              | \$     |          |                    |
| To:             |                              | Per    |          |                    |
| From:           |                              | \$     |          |                    |
| To:             |                              | Per    |          |                    |
| From:           |                              | \$     |          |                    |
| To:             |                              | Per    |          |                    |
| From:           |                              | \$     |          |                    |
| To:             |                              | Per    |          |                    |

**REFERENCES:** Give the names of three persons not related to you, whom you have known at least one year.

| Name | Address | Business | Years Known |
|------|---------|----------|-------------|
| 1.   |         |          |             |
| 2.   |         |          |             |
| 3.   |         |          |             |

**In Case of Emergency, Notify:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPLICANT – DO NOT WRITE BELOW THIS LINE

|                              |       |                       |  |
|------------------------------|-------|-----------------------|--|
| Interviewed By:              |       | Date:                 |  |
| Remarks:                     |       |                       |  |
| Hired:                       | Dept: | Position:             |  |
| Start Date:                  |       | Salary:               |  |
| Approvals:                   |       |                       |  |
| _____<br>Department Director |       | _____<br>City Manager |  |