

# APPLICATION FOR EMPLOYMENT

**THE CITY OF NEW JOHNSONVILLE IS AN EQUAL OPPORTUNITY EMPLOYER** and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

**Overview of the hiring and employment process:** This *Application* is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number:

Prior to completing this *Application* be sure to read the **JOB DESCRIPTION** of the position for which you are applying. As you complete this *Application*, please bear in mind the following:

- we reserve the right to check all information for accuracy and completeness
- all applications for employment are a matter of public record
- if you need accommodation in order to complete this *Application*, please notify the municipality.

## GENERAL INFORMATION

**Date:** \_\_\_\_\_ **Position Desired:**

**Are You Applying For:** \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ seasonal

**If Part Time, What Days/Hours Are You Available:**

**Have You Been Employed By the City Before?** (circle) yes no

**If yes, please indicate position and years of employment:**

## PERSONAL INFORMATION

**Your Name:** \_\_\_\_\_  
Last First Middle

**Soc. Sec. #:** \_\_\_\_\_

**Phone #:** Home:( ) Business:( )

**Address:** \_\_\_\_\_  
Number Street  
\_\_\_\_\_  
City State Zip Code

**Do You Have A Legal Right To Work In The U.S.?:** (circle) yes no

**Are You Over The Age of 18?:** (circle) yes no

**Have You Ever Been Convicted of a Felony? (note: this may be relevant if job-related, but does not bar you from employment):** (circle) yes no

**If Yes, Please Explain:**

**Driver's License Number (if required by job):**

## YOUR EDUCATION AND TRAINING

**High School Attended:** \_\_\_\_\_  
\_\_\_\_\_  
City State

**Do You Have a High School Diploma?** (circle) yes no

**Please List Other Education You Have Received:**

<b>College/University/ Trade or Business Schools Attended</b>	<b>City/State</b>	<b>Degree Earned? - Type Degree</b>	<b>Major Area of Study</b>

**List Other Training Received (special courses, work training programs, armed forces training, etc.):**

**List Special Qualifications and Skills (licenses, skills with machines, patents or inventions, publications, etc.):**

**Based on the JOB DESCRIPTION of the position for which you are applying:**

**Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions)?**

**Please describe any accommodations you will need in order to adequately perform the essential functions of the position:**

## REFERENCES

Please list three or four persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Yrs. Known	Phone

## PRIOR EMPLOYMENT RECORD

List Below All Present and Past Employment Information and/or Substantive Volunteer Work:

Name and address of current or most recent employer:	
Phone number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: yes    no	

<b>Name and address of previous employer:</b>	
<b>Phone number:</b>	
<b>Your supervisor:</b>	
<b>Your job title/responsibilities:</b>	
<b>Date hired:</b>	<b>Date left:</b>
<b>Reason for leaving:</b>	
<b>Starting salary:</b>	<b>Ending salary:</b>
<b>May we contact this employer: yes    no</b>	

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<b>Phone number:</b>	
<b>Your supervisor:</b>	
<b>Your job title/responsibilities:</b>	
<b>Date hired:</b>	<b>Date left:</b>
<b>Reason for leaving:</b>	
<b>Starting salary:</b>	<b>Ending salary:</b>
<b>May we contact this employer: yes    no</b>	



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<b>Your supervisor:</b>	
<b>Your job title/responsibilities:</b>	
<b>Date hired:</b>	<b>Date left:</b>
<b>Reason for leaving:</b>	
<b>Starting salary:</b>	<b>Ending salary:</b>
<b>May we contact this employer: yes    no</b>	

**\*\*\*IMPORTANT\*\*\*\***

**I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.**

**I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date