

Application For Employment



Applications are considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?

Advertisement
 Friend
 Walk-In
 Temp Agency
 Relative
 Other: _____

Last Name	First Name	Middle Name/Initial	
Address	City	State	Zip Code
Telephone Number:	Cell Phone Number:		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If yes, give date: _____

Are you currently employed? Yes No May we contact your work? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (proof of citizenship required upon employment) Yes No
 On what date would you be available for work? _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Are you available to work: Full-time Part -time Temporary Other: _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain

(Conviction will not necessarily disqualify applicant from employment)

Are you capable of performing the duties of the position for which you applied? Yes No

EMPLOYMENT EXPERIENCE:

Start with your current or most recent job. Include any jobs done for the military and/or volunteer activities. You may exclude organizations, which indicate color, race, religion, gender, national origin, disability, etc.

Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Job Title: _____

Supervisor's Name: _____

Reason for Leaving: _____

Dates of Employment: _____ Salary/Hr: _____

Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Job Title: _____

Supervisor's Name: _____

Reason for Leaving: _____

Dates of Employment: _____ Salary/Hr: _____

Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Job Title: _____

Supervisor's Name: _____

Reason for Leaving: _____

Dates of Employment: _____ Salary/Hr: _____

QUALIFICATIONS & PROFESSIONAL:

List any qualifications, job-acquired knowledge, or other information, which pertains to the job you are applying for here.

List any professional activities, apprenticeships, or civic offices held.

(You may exclude organizations, which indicate color, race, religion, gender, national origin, disability, etc.)

List any skills acquired in the United States military.

EDUCATION:

	Name & Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

REFERENCES:

Name: _____	Phone Number: _____
Address: _____	
Name: _____	Phone Number: _____
Address: _____	
Name: _____	Phone Number: _____
Address: _____	

APPLICANT'S STATEMENT:

I CERTIFY that the answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand this application is not intended to be a contract of employment. In the event of employment, I understand false or misleading information given on my application or interview may result in termination.

I hereby understand and acknowledge that, unless defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

In consideration of employment with the City of St. Clair, I agree to the rules and regulations of the City as set forth in the City's Personnel Policy Manual, as amended.

I hereby authorize any of the persons or organizations referenced in this application to give the great City of St. Clair all information that is lawful and truthful concerning my previous employment and education.

Signature: _____ Date: _____

For Personnel Department Only	
Arrange Interview _____	Yes _____ No _____
Remarks: _____	
Interviewed by: _____	
Employed _____	Job Title _____ Salary / Hr. Pay _____
Date Effective: _____	