

EMPLOYMENT APPLICATION**Applicant Information**

Full Name: _____ **Date:** _____
 Last First M.I.

Address: _____
 Street Address Apartment/Unit #

City State ZIP Code

Phone #: _____ **Driver's License #:** _____

Date Available: _____ **Social Security #:** _____ **Date of Birth:** _____

Position Applied For: _____

Are you a citizen of the United States? YES NO

If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the City of Fort Deposit? YES NO

If yes, when? _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

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 ever been convicted of a felony? YES NO

If yes, please explain: _____

Education

High School: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Diploma/Degree:** _____

College: _____ **Address:** _____

From: _____ **To:** _____ **Did you graduate?** YES NO **Degree:** _____

Other: _____ **Address:** _____

From: _____ **To:** _____ **Did you complete?** YES NO **Degree:** _____

References

Please list three References

1. Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

2. Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

3. Full Name: _____ Relationship: _____

Company: _____ Phone #: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Specialized Skills

Check Skills/Equipment Operated

_____ Social Media Production

_____ AI Tools

_____ Website Maintenance

_____ Big Machinery Operation

_____ Other Qualifications

Summarize special job-related skills and qualifications acquire from employment or other experience.

Military Service

(If Applicable)

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

Job Description: _____

If other than honorable, explain: _____

Disclaimer, Statement, and Signature

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days.

I hereby understand and acknowledge that, unless otherwise 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 my not be changed by any written document or by conduct unless such change specifically acknowledged in writing by an authorized executive of this organization.

I understand, also, that I am required to abide by all rules and regulations of the employer.

I certify that my answers are true and complete to the best of my knowledge.
I understand that false or misleading information may result in my release if employed.

Signature: _____ Date: _____