

EMPLOYMENT APPLICATION



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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: () _____ Cell Phone: () _____ E-Mail: _____

Position Applied for: _____ Desired Salary \$ _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? YES NO
 If hired, date available: _____ / _____ / _____

Have you ever worked for this company? YES NO

Are you age 18 or older? YES NO

Do you have a valid Driver's License? YES NO Classification (circle): A B C D L M or CDL

Education

High School: _____ Address: _____
 City/State: _____

Number of Years completed: _____ Did you graduate? YES NO Degree received: _____

College/University: _____ Address: _____
 City/State: _____

Number of Years completed: _____ Did you graduate? If no, give total Credit Hours: _____ YES NO Degree received: _____

Other Education: _____ Address: _____
 City/State: _____

Number of Years completed: _____ Did you complete course of study? YES NO Degree or Certificate received: _____

List any correspondence or special courses, seminars, workshops, etc. that you have attended that may relate to this position:

List any professional organizations that you belong to that might relate to this position:

List any licenses or certifications that you hold that may relate to this position:

List any other skills/experience that you have that may relate to this position:

Current / Previous Employment

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your supervisor for a reference? YES NO

Company: _____ Phone: (____) _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your supervisor for a reference? YES NO

References

Please list three business/work references, EXCLUDING current City of Sandwich employees or elected officials.

Full Name:	Relationship:
Company:	Phone: ()
Address:	City, State, Zip:
Full Name:	Relationship:
Company:	Phone: ()
Address:	City, State, Zip:
Full Name:	Relationship:
Company:	Phone: ()
Address:	City, State, Zip:

Disclaimer and Signature

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the City of Sandwich to thoroughly investigate my references, work record, and other matters related to my suitability for employment and further, I authorize my former employers to disclose to the City of Sandwich any and all letters, reports, and other information related to my work record, without giving me prior notice of such disclosure. In addition, I hereby release the City of Sandwich, my former employers, and all other persons, corporations, partnerships, and associations, from any and all claims, demands, or liabilities arising out of or in anyway related to such investigation or disclosure.

I understand that any offer of employment is conditional upon the successful completion of a background check, drug screen, and physical examination.

I understand that nothing contained in this application or conveyed during my interview, which I may be granted, is intended to create an employment contract between the City of Sandwich and myself. In addition, I understand and agree that, if I am employed, I must serve a probationary period, during which I may be terminated at any time with or without prior notice, at the option of the City of Sandwich or myself. Furthermore, no promises or representation contrary to the foregoing are binding on the City of Sandwich unless made in writing and signed by the City of Sandwich and myself.

Signature: _____ **Date:** _____

IT IS THE POLICY OF THE CITY OF SANDWICH TO PROVIDE EMPLOYMENT, TRAINING, COMPENSATION, PROMOTIONS, AND OTHER CONDITIONS OF EMPLOYMENT WITHOUT REGARDS TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE OR DISABILITY, EXCEPT WHERE AGE, SEX, OR PHYSICAL STANDARDS ARE APPLICABLE BONA FIDE OCCUPATIONAL REQUIREMENTS.

Back-ground Authorization

First Name

Middle Initial

Last Name

Gender

Date of Birth

Place of Birth

Address:

Do you have any criminal record of arrests/convictions: Yes No

If yes, briefly explain nature:

I hereby give permission for the City of Sandwich, or designee to check on this information and complete a background check:

Signed:

Date: