
1. Are you available to work: ___Full-Time ___Part-Time ___Other

2. Are you currently employed? ___Yes ___No

If yes, on what date would you be available to start? _____

If no, are you currently on "lay-off" status or subject to recall from a previous employer? ___Yes ___No

3. May we contact your present employer? ___Yes ___No

4. Having read the position examination announcement, in your own opinion, are you physically qualified for the position for which you are now applying? ___Yes ___No

5.. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ___Yes ___No
(Proof of citizenship or immigration status may be required upon employment)

6. If you are under 18 years of age, can you provide required proof of your eligibility to work ___Yes ___No ___N/A

7. Are you bi-lingual? ___Yes ___No
If yes, please list language(s): _____

8. Do you have a valid driver's license? ___Yes ___No
State _____ Lic# _____ CDL# _____

EDUCATION:

1. Name and address of last school or college you attended: Diploma/Degree

Check the following trades for which you have received formal education:

___Carpentry ___Electrical ___Plumbing ___Heating ___Other ___

T R A D E Certificate/License/Registration No. _____ State _____

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2. Describe any other specialized training or education you have received from past employment or experience.

SPECIALIZED SKILLS

Office/Clerical:

Check applicable: ___Telephone ___Fax ___Calculator ___Typewriter
___Payroll Data Input

Fire/Police: (List skill/equipment operated)

Public Works: (List skill/equipment operated)

COMPUTER EXPERIENCE: ___Data Input ___Word Processing ___Excel ___Word

List other software programs you are familiar with: _____

OTHER QUALIFICATIONS:

Summarize any special job-related skills and qualifications or any additional information that you feel may be helpful in considering your application.

Please list any professional, trade, business or civic activities and offices held. (You may exclude those which would reveal race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.)



EMPLOYMENT EXPERIENCE:

Start with your present or most current job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

Employer	Dates of Employment
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Address	Telephone Number(s)
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Job Title	Supervisor
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Reason for Leaving

Employer	Dates of Employment
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Address	Telephone Number(s)
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Job Title	Supervisor
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Reason for Leaving

Employer	Dates of Employment
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Address	Telephone Number(s)
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Job Title	Supervisor
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Reason for Leaving

REFERENCES: List below the names and addresses of 3 persons willing to provide written (if necessary) personal-character references. (No relatives.)

1. _____ (_____) _____
Name & Address Phone #
2. _____ (_____) _____
Name & Address Phone #
3. _____ (_____) _____
Name & Address Phone #

APPLICANT'S STATEMENT OF AGREEMENT

I certify that answers contained herein are true and complete to the best of my knowledge. A false statement or willful misrepresentation of facts may be cause for disqualification in examination, interview, eligibility listing and/or removal from public service, if appointed.

I understand that all statements contained on this form are confidential. I authorize the investigation and verification of all facts as may be necessary for the purpose of arriving at an employment decision.

I hereby release my former employers or staff from all liability, except for intentionally giving false information, in responding to inquiries in connection with this application for employment.

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 may not be changed by any written document or by conduct unless such change is specially acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date

This application for employment shall be considered active for a period of time not to exceed six (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.