

1. 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)
2. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
3. Having read the position examination announcement, in you own opinion, are you physically qualified for the position for which you are now applying? Yes No
4. Are you currently on "lay-off" status or subject to recall from a previous employer? Yes No
5. Are you currently employed? Yes No

6. May we contact your present employer? Yes No

7. Are you available to work: Full-Time Part-Time Other
8. If employed, on what date would you be available? _____

EDUCATION:

- | | Name and Address | Years | Diploma |
|--------------------|------------------|-----------|---------|
| 1. | of School | Completed | Degree |
| High School: _____ | | | |
| College: _____ | | | |
| Trade/Other: _____ | | | |
2. Name of last school or college you attended: _____ Year Last Attended: _____
 3. List any foreign languages you can speak, read and/or write: _____
 4. 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 _____
-

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

SPECIALIZED SKILLS

(List skill/equipment operated)

Office/Clerical:

Fire/Police:

Public Works:

<input type="checkbox"/> Telephone	_____	_____
<input type="checkbox"/> Fax Machine	_____	_____
<input type="checkbox"/> Calculator	_____	_____
<input type="checkbox"/> Typewriter/wpm _____	_____	_____
<input type="checkbox"/> Dictation/wpm _____	_____	_____
<input type="checkbox"/> Payroll Data Input	_____	_____
_____	_____	_____

COMPUTER EXPERIENCE: Data Input Word Processing Excel Word

List other software programs you are familiar with: _____

Do you have a valid driver's license? Yes No State _____ Lic# _____
CDL# _____

OTHER QUALIFICATIONS:

Summarize any special job related skills and qualifications or any additional information that you feel may be helpful to us 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.)

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 #

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 Employed From To
Address	
Telephone Number(s)	Work performed
Job Title	Supervisor
Reason for Leaving	

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Address	
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If you need additional space, please continue on a separate sheet of paper.

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.