

Today's Date: _____



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

PERSONAL INFORMATION

NAME _____

PRESENT ADDRESS _____

TELEPHONE () _____

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? _____

SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE NUMBER _____

ARE YOU 18 YEARS OLD OR OLDER? _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE US? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF SO, WHEN, WHERE AND NATURE OF OFFENSE? (excluding misdemeanors and traffic offenses) _____

(Note: Conviction record will not necessarily be a bar to employment.)

EMPLOYMENT DESIRED

POSITION _____ DATE YOU CAN START _____

SALARY DESIRED _____

ARE YOU EMPLOYED NOW? ____ IF SO, MAY WE CONTACT YOUR EMPLOYER? ____

HAVE YOU EVER APPLIED TO THE CITY OF PARCHMENT BEFORE? _____

WHERE? _____ WHEN? _____

REFERRED BY: _____

EDUCATION

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

WHAT SPECIAL WORK EXPERIENCES HAVE YOU HAD THAT WOULD ASSIST YOU IN YOUR JOB HERE IN PARCHMENT? _____

WHAT DO YOU FEEL IS YOUR BEST ASSET? _____

U.S. MILITARY OR NAVAL SERVICE _____

FROM _____ TO _____

DATE DISCHARGED _____

RANK & DUTIES _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? _____

PRIOR EMPLOYMENT (Start with most recent employer)

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Position _____ Duties _____

Supervisor's Name _____

Starting Salary/Wages _____ Final Salary/Wages _____

Reason for Leaving _____

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Position _____ Duties _____

Supervisor's Name _____

Starting Salary/Wages _____ Final Salary/Wages _____

Reason for Leaving _____

Employer _____ Phone () _____

Address _____ City _____ State _____ Zip _____

Position _____ Duties _____

Supervisor's Name _____

Starting Salary/Wages _____ Final Salary/Wages _____

Reason for Leaving _____

In case of emergency notify _____

Name

Phone Number

The above information is true and complete to the best of my knowledge. Should I be employed by the City of Parchment, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The City of Parchment has my permission to obtain all necessary information from the sources I have listed concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the City of Parchment.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the City of Parchment, I may resign such employment at any time at my discretion with or without prior notice and the City of Parchment may terminate my employment at any time at their discretion, with or without cause and with or without prior notice. I also understand that my supervisor has no authority to change this at will relationship. This constitutes the entire agreement concerning potential employment with the City of Parchment.

Date: _____ Signature of Applicant: _____