



We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

EMPLOYMENT APPLICATION

POSITION(S) APPLIED FOR			APPLICATION DATE		
LAST NAME		FIRST NAME		MIDDLE INITIAL	
ADDRESS		CITY		STATE	ZIP
TELEPHONE ()		SOCIAL SECURITY NUMBER		DRIVERS LICENSE NO. (IF APPLICABLE)	
DATE AVAILABLE FOR WORK	E-MAIL ADDRESS		EMPLOYMENT TYPE <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal		
Were you previously employed by this organization? <input type="checkbox"/> Yes, Date(s) _____ Department/Position _____ <input type="checkbox"/> No					
List any relatives or friends working for this organization: _____ NAME _____ RELATIONSHIP _____					
WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT					
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME AND ADDRESS			TELEPHONE ()
LAST POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR'S NAME					
SUPERVISOR'S TITLE					
LAST WAGES _____ PER _____		REASON FOR LEAVING			
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME AND ADDRESS			TELEPHONE ()
LAST POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR'S NAME					
SUPERVISOR'S TITLE					
LAST WAGES _____ PER _____		REASON FOR LEAVING			
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME AND ADDRESS			TELEPHONE ()
LAST POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR'S NAME					
SUPERVISOR'S TITLE					
LAST WAGES _____ PER _____		REASON FOR LEAVING			
FROM (MO/YR)	TO (MO/YR)	COMPANY NAME AND ADDRESS			TELEPHONE ()
LAST POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR'S NAME					
SUPERVISOR'S TITLE					
LAST WAGES _____ PER _____		REASON FOR LEAVING			
May we contact the above employers? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", indicate which one(s) you do not wish us to contact.					

Have you served an apprenticeship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?	TYPE OF TRADE	DATES
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SPECIAL SKILLS AND QUALIFICATIONS - MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED

EDUCATION

SCHOOL	LOCATION	NO. OF YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY
HIGH SCHOOL				
COLLEGE				MAJOR
OTHER				

REFERENCES

NAME AND ADDRESS	RELATIONSHIP	TELEPHONE	YEARS KNOWN

MISCELLANEOUS INFORMATION

Have you ever been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.) Yes No
 If "Yes" please explain and describe in full detail:

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means? Yes No
 If you are under 18, are you able to furnish a work permit? Yes No

APPLICANT'S CERTIFICATION - Please read carefully before signing.

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment.

I authorize the City of Powell, as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character and ability.

I further acknowledge and agree that no representative of the City of Powell has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an **at-will** employee and the City of Powell may terminate my employment at any time and for any or no reason without prior notice.

APPLICANT'S SIGNATURE	DATE
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DO NOT WRITE BELOW - FOR COMPANY USE ONLY

INTERVIEW <input type="checkbox"/> Yes <input type="checkbox"/> No DATE _____ TIME _____	ACCEPTABLE FOR EMPLOYMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No
INTERVIEWED BY: _____	DEPT. _____ START DATE _____
	POSITION _____ STARTING PAY RATE _____