

# CITY OF AUBURN

## Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.

(Please Print)

Date of Application \_\_\_\_\_

Position Applied For \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Number

Street

City

State

Zip Code

Telephone (\_\_\_\_\_) \_\_\_\_\_ Alternate Telephone (\_\_\_\_\_) \_\_\_\_\_

Have you filed an application here before? \_\_\_\_ Yes \_\_\_\_ No  
If yes, give date \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_ Yes \_\_\_\_ No  
If yes, give date \_\_\_\_\_

Are you employed now? \_\_\_\_ Yes \_\_\_\_ No  
Date you are available for work? \_\_\_\_\_

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)

If employed, and you are under 18, can you furnish a work permit? \_\_\_\_ Yes \_\_\_\_ No

Can you work overtime? \_\_\_\_ Yes \_\_\_\_ No

Are you available to work \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Temporary

Are you on a lay-off and subject to recall? \_\_\_\_ Yes \_\_\_\_ No

Can you travel if a job requires it? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a crime other than a minor traffic violation? **Drunk or reckless driving is not minor.** \_\_\_\_ Yes \_\_\_\_ No If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Applicants with criminal records will still be considered for employment. However, applicants who fail to truthfully disclose their criminal record will not be considered or will be terminated from employment if hired).

## EMPLOYMENT EXPERIENCE FOR LAST TEN YEARS

**Review the job description before completing this section.** Start with your present or last job. List *all* jobs you have held during the last ten years and any periods of unemployment. Include any military service. Also, list any jobs you held more than ten years ago which relate to the duties or qualifications of the job for which you are applying. Be sure to include the number of hours per week that you worked. Use additional pages if necessary. Resumes may be attached, but are not a substitute for completely filling out the application.

<u>Employer</u>  <u>Address</u>  <u>Job Title</u>  <u>Supervisor</u>  <u>Reason for Leaving</u>	<u>Dates Employed</u> <u>From            To</u>  <hr/> <u>Hourly Rate/Salary</u> <u>Starting        Final</u>	<u>Work Performed</u>    <u>Hours Worked Per Week</u>
<u>Employer</u>  <u>Address</u>  <u>Job Title</u>  <u>Supervisor</u>  <u>Reason for Leaving</u>	<u>Dates Employed</u> <u>From            To</u>  <hr/> <u>Hourly Rate/Salary</u> <u>Starting        Final</u>	<u>Work Performed</u>    <u>Hours Worked Per Week</u>

<u>Employer</u>  <u>Address</u>  <u>Job Title</u>  <u>Supervisor</u>  <u>Reason for Leaving</u>	<u>Dates Employed</u> <u>From</u> <u>To</u>	<u>Work Performed</u>       <u>Hours Worked Per Week</u>
<u>Employer</u>  <u>Address</u>  <u>Job Title</u>  <u>Supervisor</u>  <u>Reason for Leaving</u>	<u>Dates Employed</u> <u>From</u> <u>To</u>	<u>Work Performed</u>       <u>Hours Worked Per Week</u>
<u>Employer</u>  <u>Address</u>  <u>Job Title</u>  <u>Supervisor</u>  <u>Reason for Leaving</u>	<u>Dates Employed</u> <u>From</u> <u>To</u>	<u>Work Performed</u>       <u>Hours Worked Per Week</u>

Have you ever been discharged or forced to resign from a position? \_\_\_\_ Yes \_\_\_\_ No.  
 If yes, provide the following information for **each** employment from which you were discharged or forced to resign. Use additional sheets of paper if necessary.

Employer's Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Reason for Discharge:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Specify the machines and equipment pertinent to the job for which you are applying, which you have experience in operating.  
 \_\_\_\_\_  
 \_\_\_\_\_

If pertinent to the job for which you are applying, specify the computer software programs which you have experience in using.  
 \_\_\_\_\_  
 \_\_\_\_\_

### EDUCATION

	School Name	Location	Years	Degree/Major
High			1 2 3 4	
College			1 2 3 4	
College			1 2 3 4	
Graduate			1 2 3 4	
Other			1 2 3 4	

## REFERENCES

1) \_\_\_\_\_  
Name Address Zip  
\_\_\_\_\_  
Relationship Known How Long ( ) Phone

2) \_\_\_\_\_  
Name Address Zip  
\_\_\_\_\_  
Relationship Known How Long ( ) Phone

3) \_\_\_\_\_  
Name Address Zip  
\_\_\_\_\_  
Relationship Known How Long ( ) Phone

### *AUTHORIZATION AND UNDERSTANDING*

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment and education with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. If hired, I agree I will serve at the will of the City and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the City as they are from time-to-time changed with or without notice to me. **I agree that either party may terminate the employment relationship, with or without cause, at any time for any reason.** I hereby authorize the City to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to the City during the course of my employment. I agree that these arrangements may only be altered in writing directed to me personally by the Mayor of the City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

