

**EMPLOYMENT APPLICATION**

**Resumes may be submitted, as an attachment, but not accepted in lieu of a City application. A separate application is required for each position.**

Washington City is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

If the position you are applying for is hazardous in nature, including but not limited to working with or around heavy equipment or hazardous material, are you 18 years of age or older?	Yes	No		
Do you have a valid driver's license?	Yes	No		
Have you ever filed an application with us before? If yes, give date: _____	<input type="checkbox"/> Yes	No		
Have you ever been discharged or forced to resign from any position?	Yes	No		
Are you currently employed?	Yes	No		
May we contact your present employer?	Yes	No		
On what date would you be first available for employment: _____				
Are you available to work: (check all that apply.)	Full Time	Part Time	Shift Work	Temporary
Are you currently on "lay-off" status and subject to recall?	Yes	No		
Can you travel if the job requires it?	Yes	No		
Are you related to any person employed by Washington City? If yes, please explain: _____	Yes	No		
Have you ever resigned from or otherwise left any employment while allegations of misconduct or harassment on your part were pending or under investigation?	Yes	No		

**Applicants requiring accommodations to the application and/or interview process should contact the Human Resources Department.**

## EDUCATION HISTORY

Type of Education	Name Of School	Location	Course Of Study/ Degree Received	Did you graduate? If yes, give date.
H.S./GED				
College(s)				
Vocational				
Other or Equivalent				

## EMPLOYMENT HISTORY

Start with your present or most recent job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex, or national origin.

From:	To:	Company Name:	Phone:
Starting Wage:	Ending Wage:	Address:	
Position:	Reason For Leaving:		

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From:	To:	Company Name:	Phone:
Starting Wage:	Ending Wage:	Address:	
Position:	Reason For Leaving:		

If additional space is needed, please continue on a separate sheet of paper.

**EXPERIENCE**

Do you have a valid Driver’s License?    Yes    No    State: _____
Do you have a CDL?    Yes    No    State: _____    Class: _____
List job related professional, trade, business or civic activities, licenses, certificates and offices held:
Other qualifications and skills: _____
List all computer software you are proficient in: _____
State any additional information you feel may be helpful in considering your application:
Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities involved in the job for which you have applied?    Yes    No
Languages: If job related, list languages you read/speak, other than English: _____

**REFERENCES**

Name:	Phone:
Address:	Occupation:
Name:	Phone:
Address:	Occupation:
Name:	Phone:
Address:	Occupation:

## **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at the employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am or maybe required to undergo alcohol and/ or drug testing, as a condition of employment, as well as, abide by all City rules, regulations, and personnel policies.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City is of an "at will" nature, which means that I (as the "Employee") may resign at any time and the City (as the "Employer") may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed or modified by any written document or by conduct unless such change or modification is specifically approved in writing by an authorized agent of the City.

My signature below authorizes Washington City to conduct a background investigation and authorizes any applicable party contacted by the City to release such information to the City in connection with my application for employment. Specifically, I authorize release of information to the City from previous employers (as listed herein), from references (as I have provided) and applicable governmental agencies/sources, and I release and waive any claims against such previous employers, references, governmental agencies/sources and Washington City, for the release and use of such information. If required for any position for which I am applying, the background investigation may include information regarding criminal or civil legal actions, and motor vehicle reports (driving records) obtained from applicable sources, including previous employers. I understand that such information will be considered with my qualifications for employment with the City.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_