

CITY OF MEADOWLAKES

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Telephone Number(s)	Social Security Number				

Best time to contact you at home is: _____:_____AM/PM

If you are less than 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Do any of your friends or relatives work here? Yes No
If yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

Date available for work _____/_____/_____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address Of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Revision Date: 02-25-09

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: Include explanation of any gaps in employment.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States Military.

--

List professional, trade, business or civic activities and offices held.

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

_____ Terminal _____ PC/MAC _____ Typewriter WPM _____	_____ Spreadsheet _____ Word Processing _____ Shorthand WPM _____	Production/Mobile Machinery (list) _____ _____	Other (list) _____ _____
<p><i>State any additional information you feel may be helpful to us in considering your application.</i></p>			

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

PLEASE DETAIL AND OFFENCE(S) YOU HAVE BEEN ARRESTED FOR, AND/OR CONVICTED OF, OTHER THAN CLASS "C" MISDEMEANORS (GENERAL TRAFFIC VIOLATIONS). THIS MUST

I hereby understand and acknowledge should a position be offered to me that I will be on probation for the first 90 days of employment and that the City may dismiss me at anytime within this probationary period without cause.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless the Employer and Employee execute a specific document, to that affect, in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that if employed by the City of Meadowlakes, I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

INVESTIGATION AUTHORIZATION

To Whom It May Concern:

I respectfully request and authorize you to furnish the City of Meadowlakes any and all information that you may have concerning me, my work record, school record, my reputation, my financial and credit status, criminal history, and/or driving record. This includes any and all records maintained by law enforcement agencies that pertain to me and are accessible by law upon my release. Please include any and all medical, physical, and medical records or reports including all information of a confidential or privileged nature, and Photostats of same, if requested. This information is to be used to assist the City of Meadowlakes in determining my qualifications and fitness for the position in which I am seeking. I further authorize, if accepted for employment, the City of Meadowlakes to periodically have the right to investigate my driving, criminal record or reputation in any manner during my tenure of employment with the City of Meadowlakes.

I hereby release you, your organization, the City of Meadowlakes, and others from any liability or damage, which may result from furnishing the information requested above.

DATE: _____ SIGNED: _____

PRINTED NAME: _____
(Last, First, Middle)

SEX: (M or F) _____ RACE: _____

DATE OF BIRTH: _____

DRIVER'S LICENSE NUMBER: _____

SOCIAL SECURITY NUMBER: _____

PLEASE LIST ALL ADDRESSES FOR WHERE YOU HAVE RESIDED IN THE PAST FIVE (5) YEARS.

1. _____
2. _____
3. _____
4. _____
5. _____