

Application for Employment

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please print.

Applicant Name: First

Middle

Last

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Address

City

State

Zip

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Telephone Number

Social Security Number

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Position(s) Applied For

Date of Application

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Salary Expected

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How did you learn about ?

☐ Advertisement—Specify:

☐ Employment Agency—Specify:

☐ Employee Referral—

☐ Other—Specify:

Have you applied for a position with us before? ☐ No ☐ Yes—Specify date:

Have you ever been employed with us before? ☐ No ☐ Yes—Specify date and position:

Are you currently employed? ☐ No ☐ Yes

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

On what date would you be available for work?

Are you available to work: ☐ Full-time ☐ Part-time ☐ All shifts ☐ Temporary

Can you travel for work if necessary? ☐ Yes ☐ No

Are you legally permitted to work in the United States? ☐ Yes ☐ No

NOTE: Proof of eligibility will be required within three working days of employment.

Are you 18 years of age or older? ☐ Yes ☐ No

Are you willing to take drug tests at the Company's request? ☐ No ☐ Yes

Have you ever gone by a name other than the one listed above? ☐ No ☐ Yes—Please list:

EDUCATION

List the last 3 schools attended.

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

Name of College	Location

Years Completed	Degree/Major	G.P.A.

Diploma obtained? ☐ Yes ☐ No

MILITARY SERVICE

Have you ever served in the U.S. military? ☐ Yes ☐ No

NOTE: If you answered "no" to the above question, please skip the rest of this section.

What was the length of your military service? years, months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

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Describe how you most benefited from being in the service:

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Describe how you least benefited from being in the service:

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EMPLOYMENT HISTORY

Employer

Supervisor

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Address

Phone

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Position Title and Duties

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Starting Date

Ending Date

Starting Pay

Ending Pay

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Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer

Supervisor

--	--

Address

Phone

--	--

Position Title and Duties

--

Starting Date

Ending Date

Starting Pay

Ending Pay

--	--	--	--

Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

Employer

Supervisor

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Address

Phone

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Position Title and Duties

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Starting Date

Ending Date

Starting Pay

Ending Pay

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Why did you leave this job?

May we contact this employer? ☐ Yes ☐ No ☐ Later

REFERENCES

Name	Phone Number	Years Known

APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the City of Ruston. If I become employed by the City of Ruston, I agree to follow all rules and regulations of the City of Ruston as they develop and change.

I allow the City of Ruston to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the City of Ruston to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the City of Ruston and release them of liabilities and damages of all kinds for providing this information. I authorize the City of Ruston to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the City of Ruston for education verification purposes.

I release from liability for collecting information about me and using it to make employment decisions.

If I become employed by the City of Ruston, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by the Mayor of the City of Ruston.

I agree that if I become indebted to the City of Ruston, I will be responsible for repaying the total owed upon termination from the City of Ruston. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant	Date