

Application for Employment City of Venus

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

(PLEASE PRINT)

Position(s) applied for:

Date of application:

Last Name:

First Name:

Middle Initial:

Mailing Address

E-Mail Address (if any):

Telephone:

SSN:

If you are under 18 years of age, can you provide required proof of your eligibility to work? (Yes or No)

Are you currently employed? (Yes or No)

May we contact your present employer?

Are you prevented from lawfully becoming employed in this country because of visa or immigrations status? (Yes or No)

On what date would you be available for work?

Are you available to work: Full time ___ Part time ___ Shift work ___ Temporary ___

Are you currently on 'lay-off' status and subject to recall? (Yes or No)

Can you travel if the position requires it? (Yes or No)

Have you been convicted of a felony in the past 7 years? (Yes or No)
(Conviction will not necessarily disqualify an applicant from employment.)

If your answer to the above question is 'yes', please explain?

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				
Indicate any foreign languages you can speak, read and / or write				
	FLUENT	GOOD	FAIR	
SPEAK				
READ				
WRITE				

Describe any specialized training, apprenticeship, skills and extra-curricular activities. Include applicable training received in the military.

Employment Experience

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

Employer		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>				
Employer		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>				
Employer		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>				
Employer		<i>Dates Employed</i>		<i>Work Performed</i>
		<i>From</i>	<i>To</i>	
<i>Address</i>				
<i>Telephone Number(s)</i>		<i>Hourly</i>		
		<i>Starting</i>	<i>Final</i>	
<i>Job Title</i>	<i>Supervisor</i>			
<i>Reason for Leaving</i>				

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

You may exclude membership which would reveal gender, race, religion, national origin, age, Ancestry, disability or other protected status:

Additional Information

Special skills pertinent to this position, including equipment operated and software applications:

Additional comments?

References

(Not related to you.)

1. Name:

Current Phone Number:

Position:

2. Name:

Current Phone Number:

Position:

3. Name:

Current Phone Number:

Position:

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigations of all statements and references contained in this application for employment.

I understand that this application for employment will be considered active and kept on file for a period not to exceed 60 days. Other positions listed later by the City will require re-application.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an 'at will' nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this 'at will' employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

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 required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

For Personnel Department Use Only

Notes: