

Application for Employment

City of Maysville

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

(Please Print)

Position(s) you applied for	Date of Application
How Did You Learn About Us? Advertisement _____ Friend _____ Walk-In _____ Employment Agency _____ Relative _____ Other _____	

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

If you are under 18 years of age, can you provide the 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 _____

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you currently 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

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 ___ No ___

Can you travel if a job requires it? Yes ___ No ___

Have you been convicted of a felony with the last 7 years? Yes ___ No ___

Conviction will not necessarily disqualify an applicant from employment

If 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.

Describe any job-related training received in the United States 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	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
Job Title Supervisor			
Reason for Leaving			
Employer	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate/Salary Starting Final		
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Job Title Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade, business or civic activities and offices held. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.</p> <hr/> <hr/> <hr/>
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Additional Information

Other Qualifications

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

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> Excel	Production/Mobile	Other (List):
<input type="checkbox"/> Word	Machinery (list):	_____
<input type="checkbox"/> Power Point	_____	_____
Other Programs (Please List)	_____	_____
_____	_____	_____
_____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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 the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes No

References

1.	(Name)	(Phone)
	(Address)	()
2.	(Name)	(Phone)
	(Address)	()
3.	(Name)	(Phone)
	(Address)	()

Applicant's Statement

I certify that the 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 an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby 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 Employee at any time with or without any 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

Arrange Interview Yes No Interview Time and Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Rate of Pay _____ Department _____

Notes _____

Position(s) Applied For is Open: Yes No

Position (s) Considered For: _____

Date: _____