

Application for Employment



Prospective employees will receive consideration without discrimination because of race, creed, color, sex, national origin, handicap or veteran status.

PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address			Home Telephone ()
City, State, Zip			Alternate Telephone ()
What was your previous address?			How long at present address? ____ years How long at previous address? ____ years
Have you ever applied for employment with us? _____ If yes: Month and Year _____ Location _____			Social Security Number
Position Desired			Pay Expected
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?			Will you work overtime if asked?
Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills (languages, machine operation, etc.)			

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you graduate?	Degree or Diploma
Graduate					
College					
Business/Trade Technical					
High School					
Elementary					

Membership in Professional or Civic Organizations
(Exclude those which may disclose your race, color, religion or national origin)

Prior Employment	Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.
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Company Name	Telephone ()
Address	Employed – (State month and year) From To
Name of Supervisor	
State Job Title and Describe Your Work	Reason for Leaving

Company Name	Telephone ()
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We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Name (s) _____
	Reason _____ _____

MILITARY	Do you have any work experience in the U.S. armed forces which may enhance your ability to do the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No	If “Yes,” in what Branch?
	Describe any training received relevant to the position for which you are applying. _____	
*Dishonorable discharge is not a bar to employment.		

APPLICANT QUESTIONNAIRE

1	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," with what employers?	Are you over 18 years of age? _____ If not, employment is subject to verification of age.
2	State names of relatives and friends working for us.	
3	Consistent with the City of Byron's obligation to provide information to the federal government on each newly hired employee, if hired can you provide proof that you are eligible to be employed in this Country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Do you meet the minimum age requirement for employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are you able to perform the job functions for the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Are you able to work weekends if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7	If you become employed with the City of Byron, do you agree to being photographed for employee identification purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Do you take illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Do you understand that part of the post conditional offer process may include a background check, drivers license check, finger print card review, drug and alcohol screen and/or interviewing of references? <input type="checkbox"/> Yes <input type="checkbox"/> No	

All employees of the City are considered at-will employees and, by law, may be terminated at any time, with or without cause, and with or without notice.

If you are in need of a reasonable accommodation to enable you to perform the essential functions of the job, please request the accommodation here. Requesting an accommodation shall not be the basis for denial of employment.

SIGNATURE

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency, so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature

PLEASE PROVIDE REFERENCES

	Name	Address/ Phone #
1		
2		
3		
4		

*FOR EMPLOYER'S USE ONLY***TEST RESULTS**

Tests Administered	Score	Rating	Analysis and Comments

INTERVIEW RESULTS

Interviewer Name and Comments

The City of Byron is an equal opportunity employer.

Approved by City Council 08/28/06