

# APPLICATION FOR EMPLOYMENT

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CITY OF MCGREGOR-AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY-WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION OR NATIONAL ORIGIN OR PHYSICAL HANDICAP

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PLEASE PRINT

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PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE ZIP

HOW LONG AT CURRENT ADDRESS

TELEPHONE #

SOCIAL SECURITY #

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## EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

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ARE YOU EMPLOYED NOW?

WHERE?

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ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?

YES

NO

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PROOF OF ELIGIBILITY WILL BE REQUIRED IF HIRED

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EDUCATION	NAME OF SCHOOL	LOCATION OF SCHOOL	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
HIGH SCHOOL				
COLLEGE				
BUSINESS OR TRADE SCHOOL				
PROFESSIONAL SCHOOL				

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**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES? \_\_\_\_\_ YES \_\_\_\_\_ NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? \_\_\_\_\_ YES \_\_\_\_\_ NO

SPECIALITY \_\_\_\_\_ DATE ENTERED \_\_\_\_\_ DISCHARGE DATE \_\_\_\_\_

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DO YOU HAVE A DRIVER'S LICENSE? \_\_\_\_\_ YES \_\_\_ NO DRIVER'S LICENSE # \_\_\_\_\_

STATE OF ISSUE \_\_\_\_\_ OPERATOR \_\_\_\_\_ COMMERCIAL (CDL)

EXPERATION DATE OF LICENSE \_\_\_\_\_

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**WORK EXPERIENCE: LIST BELOW YOUR LAST EMPLOYERS STARTING WITH THE MOST RECENT**

NAME&ADDRESS OF EMPLOYER	POSITION	SALARY	DATES TO AND FROM	REASON FOR LEAVING

**REFERENCE: PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES**

NAME	POSITION	COMPANY&ADDRESS	TELEPHONE #

IN CASE OF AN EMERGENCY NOTIFY:

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NAME

ADDRESS

TELEPHONE #

PLEASE USE THIS SPACE TO ELABORATE ON ANY BACKGROUND, EXPERIENCE, OR QUALIFICATIONS THAT YOU BELIEVE SHOULD BE CONSIDERED IN EVALUATING YOUR QUALIFICATIONS FOR EMPLOYMENT. YOU MAY INCLUDE HOBBIES, VOLUNTEER EXPERIENCE, AND OTHER ACTIVITIES YOU BELIEVE RELEVANT. PLEASE OMIT ANY INFORMATION THAT WOULD DISCLOSE YOUR RACE, GENDER, AGE, MARITAL STATUS, ETHNIC ORIGIN, RELIGIOUS OR POLITICAL AFFILIATIONS, OR DISABILITY.

I hereby authorize and request any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning my credit-worthiness and personal background and I hereby release each such employer or other person, firm, or corporation from any and all liability by reason of furnishing the requested information. I understand that in connection with this application, a consumer report and or an investigative consumer report may be requested whereby information is obtained through personal interviews with my neighbors, friends, or associates, or with whom I am acquainted or who may have knowledge with respect to my character, general reputation, personal characteristics, and mode of living, and hereby authorize the procurement of any such report. I understand that, upon my request, I have the right to know if any such report was requested and, if so, the name and address of the consumer reporting agency that furnished such report and in the case of a consumer investigative report, that I may inspect and receive a copy of such report by contacting such agency. I also understand that I have the right to receive a complete and accurate disclosure of the nature and copy of the information requested if I request such disclosure within a reasonable period of time.

I understand that if employed: 1) any misrepresentation or omission of facts requested in this application is cause for dismissal; and 2) my employment is for no definite period and I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

DATE \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

FOR OFFICE USE ONLY

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_ REMARKS \_\_\_\_\_

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	

HIRED \_\_\_\_\_ FOR DEPT \_\_\_\_\_ POSITION \_\_\_\_\_

START DATE \_\_\_\_\_ SALARY \_\_\_\_\_

APPROVED:

DEPARTMENT MANAGER

CITY MANAGER