

CITY OF VINITA PARK

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

(PLEASE PRINT)

Name:		
Date of Birth:	SSN:	
Address:	City:	State:
Position Applied For:	Date of Application:	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

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

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you 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 to work? _____

What is your availability to work? Full Time Part Time Shift Work Temporary

Are you currently on "layoff" status and subject to recall? Yes No

Can you travel if it is required? Yes No

Have you been convicted of a crime within the last 7 years? Yes No

(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain _____

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate School				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign languages you speak, read, or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills, and extracurricular 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 that indicate race, color, religion, gender, national origin, disabilities, or any other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/ Salary		
Reason for Leaving	Starting	Final	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/ Salary		
Reason for Leaving	Starting	Final	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/ Salary		
Reason for Leaving	Starting	Final	
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Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/ Salary		
Reason for Leaving	Starting	Final	

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

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

You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability, or any other protected status.

Additional Information

Other Qualifications

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

Specialized Skills: Check Skills/Equipment Operated

Production/Mobile

- | | | | |
|-------------------------------------|--|------------------|--------------|
| <input type="checkbox"/> CRT | <input type="checkbox"/> Fax | Machinery (List) | Other (List) |
| <input type="checkbox"/> PC | <input type="checkbox"/> Lotus 1-2-3 | _____ | _____ |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> PBX System PPP | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> WordPerfect PPP | _____ | _____ |

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

References

1. _____ () _____
Name Phone #

Address

2. _____ () _____
Name Phone #

Address

3. _____ () _____
Name Phone #

Address

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied for Is Open: Yes No

Position(s) Considered For: _____ Date: _____

NOTES: _____

I certify that 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 on 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 that time.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, IS HIRED, MY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME AND FOR ANY OR NO REASON. 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

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FOR PERSONNEL DEPARTMENT ONLY

Arrange Interview Yes No

INTERVIEWER

DATE

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____
NAME AND TITLE

DATE

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