



Application for Employment

Please Print

Name			Social Security #		
Last	First	Middle			
Address					
Street	City	State	Zip Code		
Telephone ()	Mobile/Beeper/Other Phone ()	E-mail address			
Position(s) applied for					

<p>If necessary, best time to call you at home is _____ am _____ pm</p> <p>May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, work number and best time to call: () _____ am _____ pm</p> <p>If you are under 18 and it is required, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain _____</p> <p>Have you submitted an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give date(s) and position(s) _____</p> <p>Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, give date(s) From ____/____/____ To ____/____/____</p> <p>Are you legally eligible for employment in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Date available for work ____/____/____</p> <p>What is your desired salary range or hourly rate of pay?</p> <p>\$ _____ Per _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Type of employment desired:</td> <td><input type="checkbox"/> Full-Time</td> <td><input type="checkbox"/> Part-Time</td> </tr> <tr> <td>Educational Co-Op</td> <td><input type="checkbox"/> Seasonal</td> <td><input type="checkbox"/> Temporary</td> </tr> </table> <p>Will you relocate if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you travel if job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If they have been explained to you, are you able to meet the attendance requirements of the position? <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	Type of employment desired:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Educational Co-Op	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary	<p>Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain _____</p> <p>Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? <small>This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.</small></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information about the job's "essential functions" to respond</p> <p>Driver's license number required if driving may be required in the job for which you are applying:</p> <p>Number: _____ State: _____</p> <p>Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.</small></p> <p>Have you pled "guilty" or "no contest" to or been convicted of a crime within the last ten (10) years? If yes, please provide date(s) and details: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Type of employment desired:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time					
Educational Co-Op	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Temporary					

Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # () _____	Month	Year	Month	Year
Street address	City	Dates employed: ____/____/____ to ____/____/____			
Starting job title/final job title	Compensation (Hourly)				
	Hourly				
	Salary	\$ _____	per _____		
	Compensation (Fixed)				
	Hourly				
	Salary	\$ _____	per _____		
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Why did you leave?	Commission/Bonus/Other Compensation \$ _____				
Summarize the type of work performed and job responsibilities:					
What did you like the most about your position?					
What were the things you liked least about the position?					

Employment History (continued)

Employer	Telephone # ()	Month	Year	Month	Year
Street address	City	Dates employed: / to /			
Starting job title/ final job title	State	Compensation (Starting)			
		Hourly			
		Salary	\$		per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)			
		Hourly			
		Salary	\$		per
Why did you leave?	Commission/Bonus/Other Compensation \$				
Summarize the type of work performed and job responsibilities:					
What did you like the most about your position?					
What were the things you liked least about the position?					

Employer	Telephone # ()	Month	Year	Month	Year
Street address	City	Dates employed: / to /			
Starting job title/ final job title	State	Compensation (Starting)			
		Hourly			
		Salary	\$		per
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Compensation (Final)			
		Hourly			
		Salary	\$		per
Why did you leave?	Commission/Bonus/Other Compensation \$				
Summarize the type of work performed and job responsibilities:					
What did you like the most about your position?					
What were the things you liked least about the position?					

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No
If yes, please explain

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Educational Background

(Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed	Completed	Other	Major/Minor
		Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>	GED <input type="checkbox"/>	
		Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>	GED <input type="checkbox"/>	
		Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>	GED <input type="checkbox"/>	

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors.
 If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			()	
			()	
			()	

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the Town of Urbanna is true, complete and correct.

I expressly authorize, without reservation, the Town of Urbanna, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking. Gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to request my application remain current for an additional 30 days. After one extension I understand I must reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:	Date: / /
-------------------------	-----------