

**CITY OF ROMNEY  
APPLICATION FOR EMPLOYMENT**

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

The City of Romney maintains a safe, efficient workplace free of drugs and alcohol for its employees.

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (s): \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Minimum Salary Desired: \$ \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ (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? \_\_\_\_\_

Can you travel if a job requires it? \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_  
(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain:

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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

	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:

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Describe any job-related training received in the United States Military:

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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		<b>Work Performed</b>
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
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Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

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 which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specialized Skills: Check Skills/Equipment Operated:

\_\_\_\_\_ Computer Skills (Word, Excel, Power Point, etc.)  
\_\_\_\_\_ Fax  
\_\_\_\_\_ Calculator  
\_\_\_\_\_ Typewriter

Heavy Equipment/Mobile Machinery:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

REFERENCES:

\_\_\_\_\_  
Name ( ) Phone #

Address

\_\_\_\_\_  
Name ( ) Phone #

Address

\_\_\_\_\_  
Name ( ) Phone #

Address