

**CITY OF ROMNEY
APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) applied for _____

Referral Source: Advertisement Friend Relative Walk-In

Employment Agency Other _____

Name: _____

Last

First

Middle

Address: _____

Number

Street

City

State

Zip Code

Telephone: () _____ Social Security Number: ____/____/____

If employed and you are under 18, can you furnish a work permit? YES NO

Have you filed an application here before? YES NO If Yes, give date: _____

Have you ever been employed here before? YES NO If Yes, give date: _____

Are you employed now? 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 citizen 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

Minimum Salary Desire: \$ _____

Are you on a lay-off and subject to recall? YES NO

Can you travel if a job required it? YES NO

Have you been convicted of a felony within the last 7 years? YES NO

"Conviction will not necessarily disqualify applicant from employment."

If Yes, please explain _____

Give name, address and telephone number of three (3) references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which required government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disable veteran, or have a physical or mental handicap you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

____ Handicapped individual ____ Disabled Veteran ____ Vietnam Era Veteran

Signed: _____

EDUCATION

Name and Address of School	Course of Study	Years Completed	Diploma or Degree
Elementary School			
High School			
Undergraduate			
Graduate Professional			

ADDITION INFORMATION

Other Qualifications:

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

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization name which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. EMPLOYER _____ TELEPHONE: _____
ADDRESS: _____
JOB TITLE: _____ SUPERVISOR: _____
DATES EMPLOYED: FROM: _____ TO: _____
HOURLY RATE/SALARY: \$ _____ FINAL: \$ _____
Work Performed: _____

2. EMPLOYER _____ TELEPHONE: _____
ADDRESS: _____
JOB TITLE: _____ SUPERVISOR: _____
DATES EMPLOYED: FROM: _____ TO: _____
HOURLY RATE/SALARY: \$ _____ FINAL: \$ _____
Work Performed: _____

3. EMPLOYER _____ TELEPHONE: _____
ADDRESS: _____
JOB TITLE: _____ SUPERVISOR: _____
DATES EMPLOYED: FROM: _____ TO: _____
HOURLY RATE/SALARY: \$ _____ FINAL: \$ _____
Work Performed: _____

4. EMPLOYER _____

TELEPHONE: _____

ADDRESS: _____

JOB TITLE: _____

SUPERVISOR: _____

DATES EMPLOYED: FROM: _____

TO: _____

HOURLY RATE/SALARY: \$ _____

FINAL: \$ _____

Work Performed: _____

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 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, unless otherwise defined by applicable law, any employment relationship with this organization is on an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless charge is specifically acknowledged in writing by a City of Romney order.

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 of the employer.

Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks

Employed Yes Date of Employment _____

Job Title _____ Hourly rate/salary _____

NOTES: