



## Education Background

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

Graduate School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

Vocation Training/Other: \_\_\_\_\_ Location: \_\_\_\_\_

Course of study: \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

Continuing Education: \_\_\_\_\_

## Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

## References

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

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	E-MAIL	YEARS KNOWN

## Anti-Discrimination Clause

This City does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local laws. No question on this application is used to limit or exclude an applicant from employment consideration. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, comments, jokes, or epithets, threats, insults, name-calling, offensive gestures, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. The City takes all complaints of harassment seriously, and each will be investigated promptly and thoroughly.

## Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the City's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the City's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the City. I understand that no City representative, other than its City Manager, and then only in writing and signed by the City Manager, has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, 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 employer, its agents, employees, or representatives for seeking, gathering, and using truthful and nondefamatory 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 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 reapply and fill out a new application.

**Applicant's signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Applicant number \_\_\_\_\_ Employee number \_\_\_\_\_ Hire date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_ Class \_\_\_\_\_ Skill \_\_\_\_\_

Interview Results			
	Interviewer	Date	
Test Results			
Test Administered	Date	Score	Rating
Reference Checks			
Reference Name	Date Contacted	Contacted By	

**Attachments:**  Resume  Applicant interview notes  Applicant reference notes  Test results