

City of Highland Haven

EMPLOYMENT APPLICATION

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

PLEASE PRINT

Position Applied for: _____ Date of Application: _____

How did you hear about us? _____

Full Name: _____
(Last, First, MI):

Address: _____
(Number, Street, City, State, Zip)

Telephone Number: _____ Email: _____

Best time to contact you at is: _____

(CIRCLE ONE)

Are you 18 years of age or older?..... Yes No

Do any of your friends or relatives work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you a U.S. citizen or legally eligible to work in the United States? Yes No

Proof of Citizenship or immigration status will be required upon employment.

Date available to start work if hired: _____

Can you travel if a job requires it? Yes No

Have you ever been convicted of a felony or been the subject of a deferred adjudication? Yes No
If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

Conviction will not necessarily disqualify an applicant from employment. The seriousness of the crime, the date of conviction, and the relevance of the crime to this position will be considered.

Have you ever been convicted of a crime of moral turpitude? Yes No
(If yes, please explain on the reverse side of this page)

*Moral turpitude is a legal concept that refers to any conduct that is believed to be **contrary** to the community standards of honesty, justice, or good moral values.*

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EDUCATION

High School

Name/Address _____

Diploma? Yes No

Undergraduate College

Name/Address _____

Degree Earned: _____

Graduate College

Name/Address _____

Degree Earned: _____

Professional School

Name/Address _____

Degree Earned: _____

Please list below the skills and qualifications you possess for the position for which you are applying:

EMPLOYMENT EXPERIENCE

Start with your present/last job. Include any job-related military service assignments.

1. Employer: _____

Address: _____

Number Street City State Zip _____

Telephone Number(s): _____ Supervisor: _____

Job Title: _____ Dates employed: from _____ to _____

Work performed: _____

Hourly Rate/Salary: \$ _____ to \$ _____

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Reason for leaving: _____

2. Employer: _____

Address: _____

Number Street City State Zip _____

Telephone Number(s): _____ Supervisor: _____

Job Title: _____ Dates employed: from _____ to _____

Work performed: _____

Hourly Rate/Salary: \$ _____ to \$ _____

Reason for leaving: _____

3. Employer: _____

Address: _____

Number Street City State Zip _____

Telephone Number(s): _____ Supervisor: _____

Job Title: _____ Dates employed: from _____ to _____

Work performed: _____

Hourly Rate/Salary: \$ _____ to \$ _____

Reason for leaving: _____

4. Employer: _____

Address: _____

Number Street City State Zip _____

Telephone Number(s): _____ Supervisor: _____

Job Title: _____ Dates employed: from _____ to _____

Work performed: _____

Hourly Rate/Salary: \$ _____ to \$ _____

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Reason for leaving: _____

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:

List what software packages you are familiar with and your proficiency in using them

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

REFERENCES:

Name: _____

Address: _____

Phone: _____

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Name: _____

Address: _____

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Phone: _____
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Name: _____

Address: _____

Phone: _____
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APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete.

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

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Highland Haven is of 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 such change is specifically acknowledged in writing by the Board of Alderman

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