

application for employment

personal information

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

employment desired

Position: _____

Date available to start: _____ Salary desired: _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Y / N

Are you looking for full-time employment? Y / N If no, what hours are you available? _____

Have you ever been convicted of a felony? Y / N

If yes, please describe conditions: _____

education

High School: _____ Graduated: Y / N

College/University: _____ Graduated: Y / N

Major/Subject: _____

Other: _____ Graduated: Y / N

Major/Subject: _____

skills, qualification, or experience

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

employment history

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Name of Supervisor: _____

Dates employed: from _____ to _____

Starting Position: _____ Ending Position: _____

Are you currently working here? Y / N May we contact this employer? Y / N

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Name of Supervisor: _____

Dates employed: from _____ to _____

Starting Position: _____ Ending Position: _____

Responsibilities: _____

Reason for leaving: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Name of Supervisor: _____

Dates employed: from _____ to _____

Starting Position: _____ Ending Position: _____

Responsibilities: _____

Reason for leaving: _____

professional references

Name: _____ Relationship: _____

Company: _____ Position: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Company: _____ Position: _____

Email: _____ Phone: _____

Name: _____ Relationship: _____

Company: _____ Position: _____

Email: _____ Phone: _____

personal reference (optional)

Name: _____ Relationship: _____

Company: _____ Position: _____

Email: _____ Phone: _____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The City of Orange City is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or the City of Orange City can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature: _____ Date: _____