

APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

Name _____ Telephone _____
First Middle Last

Present Address _____ Social Security # _____ - _____ - _____

Are you over the age of 21? ___ Yes ___ No

Do you have the legal right to work in the United States? ___ Yes ___ No

If not, why? _____

Position(s) applied for: _____

Type of employment: ___ Full Time ___ Part Time

How soon could you report to work? _____

Education

Type of School	Name and Address	Graduate/Degrees
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Elementary		5 6 7 8
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High School		9 10 11 12
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College		1 2 3 4
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Other relevant training received, _____

PERSONAL HISTORY

List all other names you used including nicknames. If you have ever used any last name other than your true name, during what period and under what circumstances were these used? If you have ever legally changed your name, give date, place, and Court. (This information is being collected to assist the department in conducting a thorough background investigation i.e., felony conviction check.) _____

List chronologically (most current first) all of your residences in the past ten (10) years. Include addresses while attending school if away from home, and all military addresses, including off base locations. Also towns or cities that are located in the immediate vicinity of military complexes. If apartment, include name and location of complex.

Date:

From	- To	Number	Street	City	State/Zip
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DRIVER'S RECORD

List all vehicle operator's licenses you now hold or have held:

Type:	Driver/ Chauffeur	State of Issuance	License Number	Expiration Date	Restrictions
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List all vehicle accidents you have had in the past three (3) years; list date, location, and description of accidents. Also any citations received due to an accident.

Have you applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been bonded? Yes No

Have you ever been refused a bond? Yes No

If yes, state reason and date: _____

Have you ever served in the U.S. Armed Forces? Yes No

If yes, branch _____ Date entered _____ Date discharged _____

Have you ever been convicted of a crime except a minor traffic violation? Yes
 No, If yes state citation, date, court, and place where offense occurred.

Have you ever been discharged or requested to resign from a position? Yes
 No, If yes, give circumstances _____

Are you employed now? Yes No

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)?
 Yes No

PRIOR WORK RECORD (Start with most recent or present employer, complete in full)

1. Employer _____ Phone _____
Address _____
Title or duties _____
Supervisor(name & title) _____
From: month ____-year ____ To: month ____-year ____ Salary _____
Reason for leaving _____

WORK RECORD CONTINUED,

2. Employer _____ Phone _____
Address _____
Title or duties _____
Supervisor(name & title) _____
From: month ____ -year ____ To: month ____ -year ____ Salary _____
Reason for leaving _____

3. Employer _____ Phone _____
Address _____
Title or duties _____
Supervisor(name & title) _____
From: month ____ -year ____ To: month ____ -year ____ Salary _____
Reason for leaving _____

4. Employer _____ Phone _____
Address _____
Title or duties _____
Supervisor(name & title) _____
From: month ____ -year ____ To: month ____ -year ____ Salary _____
Reason for leaving _____

References

Do NOT list relatives or former employers. List police personnel separate.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Police personnel, optional:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

DRIVER'S LICENSE INFORMATION

List all traffic citations you have received in the past three (3) years:

DATE	LOCATION	CHARGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has your driver's license ever been suspended or revoked? Yes No
If yes, explain _____

A copy of your birth certificate is required if you are offered employment.

Grade completed in High School _____

Do you agree to submit to being fingerprinted? _____

Do you agree to submit to a polygraph examination? _____

Limitations of controlled substance use:

- No delivery for monetary or material gain.
- No use of any type controlled substance two (2) years prior to placement of application.

I agree to submit to a drug screening test: Yes No

JOB APPLICANTS AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

Please Read and Sign Below,

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal, educational, or work history except where I have specifically indicated otherwise in this application. In the event that I am employed by the Town of Russiaville, I agree to comply with all of its orders, rules and regulations.

Applicants Signature _____ Date _____