

**CITY OF FONTANELLE
APPLICATION FOR EMPLOYMENT**

PLEASE PRINT

Position applied for _____ Date of Application ____/____/____

Name _____ Drivers License # _____ State _____

Address _____ Email Address _____
Street City Zip Code

Telephone (____) _____

The City complies with all labor regulations. Are you at least 18 years old? Yes No

Have you ever been employed here before? Yes No

Are you legally eligible for employment in this country? Yes No

Date available to begin work _____

Have you been convicted of a crime in the last seven (7) years? Yes No

if yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Educational Background

	Name & Location of School	Circle Last Year Completed	Did You Graduate?
High School	_____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

College	_____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade or Business	_____	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment History

Provide the following information of your past three (3) employers, starting with most recent.

1. Employer	Telephone	From	To
Address		Job Title	
Summarize Nature of Work Performed and Job Responsibilities		Immediate Supervisor and Title	
Hourly Rate/Salary		Reason for Leaving	
Start \$	Per	Final \$	Per \$

2. Employer	Telephone	From	To
Address		Job Title	
Summarize Nature of Work Performed and Job Responsibilities		Immediate Supervisor and Title	
Hourly Rate/Salary		Reason for Leaving	
Start \$	Per	Final \$	Per \$

3. Employer	Telephone	From	To
Address		Job Title	
Summarize Nature of Work Performed and Job Responsibilities		Immediate Supervisor and Title	
Hourly Rate/Salary		Reason for Leaving	
Start \$	Per	Final \$	Per \$

Military Background

Branch of Service	Period of Active Duty From	To
Was your discharge honorable?	Rank at Discharge and Date	

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

References (List at least three)

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the City of Fontanelle's service whenever it is discovered.

I give the City of Fontanelle the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Fontanelle and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

I understand it is the City of Fontanelle's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that post offer pre-employment drug and alcohol testing will be required, and that a positive test result will terminate any job offer.

It is understood that post offer pre-employment, successful completion of a medical exam and pre-employment physical may be required before hiring is finalized. Medical exams and testing will be conducted by a physician designated by the City of Fontanelle.

I authorize the City to conduct a driving record check if driving will be required in my position with the City, and will complete a criminal check regarding my background and further authorize all governmental agencies, departments, bureaus or related entities to release any and all information regarding my driving record and criminal history, if any, and also agree to prepare and sign any other form necessary to complete a criminal background check. I understand that a conviction is not an automatic bar to employment, but that the City will consider the seriousness and nature of the crime, the date of the conviction, and the extent of any rehabilitation.

If I am hired, I understand that I may resign at any time, with or without cause and without prior notice, and the City of Fontanelle reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Fontanelle, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

The City of Fontanelle does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 45 days. At the conclusion of this time, if I have not heard from the City of Fontanelle and still wish to be considered for employment, it will be necessary to fill out a new application.

I represent and warrant that I have read and fully understand the foregoing, and seek employment under these conditions.

Signature of Applicant _____ Date _____