

Selmer Utility Division Employment Application

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Have you ever been convicted of a felony in the last seven years? ☐ Yes ☐ No Explain Felony _____
☐ Yes ☐ No _____

Are you a citizen of the United States? ☐ Yes ☐ No

Are you able to perform the essential functions of the position with or without accommodations? ☐ Yes ☐ No

Have you ever been discharged or asked to resign from a job? ☐ Yes ☐ No

Are you available to work any shift? If not, please explain _____

JOB INTEREST/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? ☐ Yes ☐ No If yes, when? _____

Type of employment requested ☐ Full Time ☐ Part Time ☐ Temporary ☐ Summer

Date you could begin working _____ Typing Speed (WPM) _____

Summarize any software applications, other special skills or qualifications you possess:

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	FROM	TO	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

EMPLOYMENT HISTORY (MOST RECENT FIRST)

1. Name of Employer _____
Address _____
 (Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

2. Name of Employer _____
Address _____
 (Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

3. Name of Employer _____
Address _____
 (Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____ Starting Salary _____ Ending Salary _____
Work Performed _____
Reason for leaving _____

REFERENCES

Name	Relationship	Home Phone	Daytime Phone

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the Town of Selmer to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by the town. Verification of eligibility to work in the United States must be satisfied for an offer to be made. If an employment relationship is established, I understand that such employment is "at will", either party may terminate employment with or without cause.

Applicant's Signature _____ Date _____