

**CITY OF WHITEWOOD
APPLICATION FOR EMPLOYMENT**

Instructions: Complete Section One and Attach resume and/or complete remainder of application. Application must be postmarked within 24 hours after the closing date. You must submit a separate application for each job opening.

SECTION 1 – REQUIRED INFORMATION

Job Title _____

Social Security Number _____ - _____ - _____ Date of Birth _____

Name _____
Last First M.I.

Mailing Address _____
Street / Box # City State Zip

Telephone (Home) _____ (Cell) _____

Are you a U.S. citizen or currently authorized to work in the U.S.? Yes NO

Have you ever been convicted of or pled no contest to any felony? Yes NO

If yes, please explain _____

Note: A conviction will not automatically disqualify an applicant. The employer will consider the type and seriousness of the crime, the frequency of violations, the applicant's age at the time of conviction and the date of conviction or time elapsed since the conviction or completion of any jail sentence in addition to other job-related criteria.

May we contact you current employer regarding your qualifications prior to making an offer of employment to you?
 Yes No

Employment for which you are available: Full-Time Part-Time Seasonal

When could you begin employment: _____

REFERENCES – Please include name, address, and phone number:

1. _____

2. _____

3. _____

By submitting this application, you are certifying the information you submit is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment.

SECTION 2 – EDUCATION

If all requested information is included on an attached resume, you do not need to complete this section.

Do you possess a high school diploma or GED? ___ Yes ___ NO School Name/City _____

Name and Address Post-Secondary School _____

Dates Attended _____ to _____ Major _____ Minor _____

Did you graduate? ___ Yes ___ No Type of degree _____

Name and Address Post-Secondary School _____

Dates Attended _____ to _____ Major _____ Minor _____

Did you graduate? ___ Yes ___ No Type of degree _____

List all relevant licenses, certificates or registration you possess (include expiration date, license number, and issuing state). Also, identify any other educational experiences that may be relevant to the position for which you are applying.

SECTION 3 – WORK HISTORY

- If all requested information is included on an attached resume, you do not need to complete this section
- Begin with you current or most recent position and work backwards. Attach additional pages if necessary. DO NOT skip any employment.
- Include all paid experience; you may include non-paid experience if you feel it may be pertinent to this position.

Job Title _____ Dates: From _____ To _____

Employer _____ City / State _____

Supervisor's _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience:

Job Title _____ Dates: From _____ To _____

Employer _____ City / State _____

Supervisor's _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience:

Job Title _____ Dates: From _____ To _____

Employer _____ City / State _____

Supervisor's _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience: