

# CODE ENFORCEMENT/BUILDING INSPECTOR/PLUMBING INSPECTOR

## TOWN OF HIRAM APPLICATION FOR EMPLOYMENT FORM

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer:

Date: \_\_\_\_\_

PLEASE COMPLETE THIS FORM ACCURATELY. ALL INFORMATION WILL BE KEPT  
STRICTLY CONFIDENTIAL.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Soc. Sec.# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Are you over 18 years of age? Yes No If No, a work permit is required.

Are you legally eligible for employment in the United States? Yes No (If hired, verification will be required by law)

List types of office equipment you are familiar with or can operate:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to: operate or willing to be trained \_\_\_\_\_ to operate a computer?

Indicate special qualifications or skills:

\_\_\_\_\_  
\_\_\_\_\_

Education: (Elementary School, High School, College, any other courses and when completed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date you would be able to begin employment: \_\_\_\_\_

Would you be available for evening hours? \_\_\_\_\_

**Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? \_\_\_\_\_ if yes, list convictions: (a conviction does not necessarily disqualify an applicant for the position being applied for).**

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**PRIOR EMPLOYMENT (Start with most recent employer)**

Employer:	Phone:	From:	To:
Address:	City, State Zip	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages:		
Reason for leaving:	Final Salary/Wages		
Employer:	Phone:	From:	To:
Address:	City, State Zip	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages:		
Reason for leaving:	Final Salary/Wages		
Employer:	Phone:	From:	To:
Address:	City, State Zip	Position:	
Duties:	Supervisor's Name:		
	Starting Salary/Wages:		
Reason for leaving:	Final Salary/Wages		

**Have you ever been bonded in prior employment? Yes      No if yes, list employer(s):**

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**May we contact your previous employers? Yes      No**

**Are you able to provide your own transportation? Yes No**

Please give a brief summary of why you are interested in this position and how you intend to carry out the duties required:

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Personal References:

NAME	ADDRESS	YRS.KNOWN	TELEPHONE

*The above information is true and complete to the best of my knowledge. Should the Town employ me, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Municipal Officials have my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Municipal Officials.*

*I understand this application does not constitute an employment contract of any kind. Should I be employed by the Town, I may resign such employment at any time at my discretion with or without prior notice and the Town may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.*

Date: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_