General Job Application

Position Applied for: _____

Personal Data

Contact

Full Name: _____ Date: _____
Last *First* *Middle*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____

Eligibility

Do you have a legal right to work in the U.S.? YES ☐ NO ☐

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of an offense against the law other than a minor traffic violation? YES ☐ NO ☐

If yes, please explain: _____

Driver's License

Do you have a valid Driver's License? _____ Driver's License State: _____

Do you have a CDL Endorsement? _____

Previous City Employment & Relatives

Have you worked for Baldwin City before? _____

If so, please list your position title, your department, and the start and end dates of your employment: _____

Do you have any relatives working for Baldwin City? _____

If so, provide the names of all relatives and their relationship to you. _____

Education Information

High School: _____ City/State: _____

Did you graduate? YES ☐ NO ☐

College: _____ City/State: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Previous Employment

Most Recent Employer

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Position Title: _____

Duties: _____

Start Date: _____ End Date: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Previous Employer

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Position Title: _____

Duties: _____

Start Date: _____ End Date: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Previous Employer

Company: _____ Phone: _____

City/State: _____ Supervisor: _____

Position Title: _____ Reason for Leaving: _____

Duties: _____

Start Date: _____ End Date: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Grade at Separation: _____ Duty Assignment at Separation: _____

Reserve Status: _____

Skills & Certifications

Professional Certifications and Licenses: _____

_____

Office & Other Skills: Including supervision skills, other languages or relevant information regarding your qualification for the position you wish to bring to the City's attention.

_____

_____

Applicant Statement

I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.

I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.

I understand that the company may as part of the hiring process request an investigative consumer report from a third-party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.

I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.

Signature: _____ Date: _____