

Application for Employment

**City of Shelbyville
44 W. Washington St.
Shelbyville, IN 46176**

Please Print

Position(s) Applied For _____ Date _____

Name _____

Address _____

Telephone(_____) _____ Social Security # _____

If you are under 18, can you furnish a work permit? Yes or No

Have you ever been employed by the City before? Yes or No When _____

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

(Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work _____

Type of employment desired: Full-time _____ Part-time _____ Temporary _____ Seasonal _____

Are you able to meet the attendance requirements of the position? Yes or No

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

(Such conviction may be relevant if job related, but does not bar you from employment.)

If "Yes," please explain: _____

Driver's license # _____ State _____

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Employer _____ Telephone# _____

Address _____

Job Title _____ From _____ To _____

Summarize the nature of work performed & job responsibilities _____

Immediate Supervisor & Title _____

Hourly Rate/Salary – Starting \$ _____ per _____ Final \$ _____ per _____

Reason for leaving _____

Employer _____ Telephone# _____

Address _____

Job Title _____ From _____ To _____

Summarize the nature of work performed & job responsibilities _____

Immediate Supervisor & Title _____

Hourly Rate/Salary – Starting \$ _____ per _____ Final \$ _____ per _____

Reason for leaving _____

Employer _____ Telephone# _____
Address _____
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Hourly Rate/Salary – Starting \$ _____ per _____ Final \$ _____ per _____
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Summarize the nature of work performed & job responsibilities _____

Immediate Supervisor & Title _____
Hourly Rate/Salary – Starting \$ _____ per _____ Final \$ _____ per _____
Reason for leaving _____

SKILLS & QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with our company.

EDUCATIONAL BACKGROUND

Name, location, years completed, course of study and graduation

High School _____
Years Completed _____ Year Graduated _____ Course of Study _____

College _____
Years Completed _____ Year Graduated _____ Major _____ Degree _____

Other _____

REFERENCES

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

It is understood and agrees upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the Employer's service if I have been employed. I give the Employer the right to investigate all references and to secure additional information about me, if job related, I hereby release from liability the Employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information. The Employer is an **Equal Opportunity Employer**. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant _____ Date _____