

# Application for Employment



## APPLICANT INFORMATION

Last Name				First			M.I.	Today's Date	
Street Address						Apartment/Unit #			
City				State		ZIP			
Phone				E-mail Address					
Date Available			Social Security #			Desired Salary			
Driver's License number required if driving may be necessary:									
Desired Position				Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/>					
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Will you relocate if job requires it?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will you travel if job requires it?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will you work overtime if required?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, explain				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				

**Applicant is not obligated to disclose expunged juvenile records of adjudication or arrest.**

**Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?**

This question is not designed to elicit about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage of the extent permitted by law

YES  NO  Need more information about the job's "essential functions" to respond

## EDUCATION

High School				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address					
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

**PREVIOUS EMPLOYMENT**

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

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

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

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

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

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

Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving

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

**REFERENCES**

Please list three professional references.

Name	Title	Relationship	Telephone	E-mail	# of years known



**SKILLS AND QUALIFICATIONS**

Summarize any special training, skills, license, and/or certifications that may assist you in performing the position for which you are applying:

Is there any other job-related information you want us to know about you?

**DISCLAIMER AND SIGNATURE**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state and federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

**The City of Monticello does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment of the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state or local law.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer’s service, whenever it is discovered.

Signature

Date