

CITY OF HALLOCK

APPLICATION FOR EMPLOYMENT

Date _____

PERSONAL INFORMATION			
Last Name	First Name	Middle	
Address	City	State	Zip
Phone	Day Phone (if Different)	Social Security Number	
Fax Number	E-Mail Address		

EMPLOYMENT INFORMATION	
Position for which you are applying _____	
Are you employed at the present time? _____ If yes, please complete the information below	
Employer's Name:	_____
Employer's Address:	_____ _____
1. How long have you been with this employer? _____ Present Salary: _____	
2. If offered a position, when can you report for work? _____	
3. If hired can you show proof of your legal right to work in the U.S.?	Yes _____ No _____
4. Have you ever been dismissed, or asked to resign from any position?	Yes _____ No _____
5. Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment.	Yes _____ No _____
If yes to number 4 or 5, please explain: _____ _____	

EDUCATION	
Please list on the following lines all schools attended and any other pertinent information about your education.	
School(s)	Subjects Studied (if applicable)
High School	_____
College (Including dates attended)	_____

EMPLOYMENT EXPERIENCE (List most recent experience first)

<u>Name & Address</u>	<u>Position(s) Held</u>	<u>Dates (Start - End)</u>

REFERENCES

<u>Name & Address (Include City, State, Zip)</u>	<u>Phone</u>	<u>Relationship</u>

The following section is to be completed by applicant for an OFFICE POSITION:

Can you type? _____ How many words per minute? _____

Computer Skills Macintosh _____ PC _____

Please provide computer and software knowledge below:

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature

Date