City of Republic Employment Application

Notices: Applications will be screened and the qualified invited to interview. Those not contacted must assume they were not selected to interview. Formal notification may not be sent to unsuccessful applicants. The City of Republic is an equal opportunity employer.

PLEASE TYPE OR PRINT IN INK

ANSWER EVERY QUESTION WHICH PERTAINS TO THE POSITION FOR WHICH YOU ARE APPLYING

What position are you applying for? *Please check only one box.*  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* City Clerk-Treasurer € Deputy Clerk
* Police Department € Public Works Department
* Park Maintenance € Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST FIRST MI

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAILING ADDRESS CITY STATE ZIPCODE

Home telephone number ( ) \_\_\_\_\_-\_\_\_\_\_\_\_ Work Phone ( ) \_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously worked for the City of Republic? € Yes When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ € No

On what date would you be available for work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you available to work € Full Time €Part-Time €Shift Work € Temporary

Are you on a lay-off and subject to recall? € Yes €No

Have you ever been convicted of a felony within the last 7 years? € No € Yes

If yes, please explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of Birth:

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

**MILITARY RECORDS:**

Were you in the Armed Forces? € Yes € No if yes, what branch? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of duties and special training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Type of discharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you now a member of a military reserve or National Guard? € Yes € No

Indicate languages you speak, read, and/or write.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | Fluent | Good | Fair | Not Applicable |  |
| Speak |  |  |  |  |  |
| Read |  |  |  |  |  |
| Write |  |  |  |  |  |
|  |  |  |  |  |  |

List professional, trade, business or civic activities and offices held.

(You may exclude those which indicate race, color, religion, sex or national origin):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Give name, address, and telephone number of three references who are not related to you and are not previous employers.

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**EMPLOYMENT EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **EMPLOYER TELEPHONE**  **( )** | DATES EMPLOYEED  FROM TO | **WORK PERFORMED** |
| **ADDRESS** |  |  |
| **JOB TITLE** | **HOURLY RATE/SALARY**  **STARTING FINAL** |  |
| **SUPERVISOR** |  |  |
| **REASON FOR LEAVING** |  |  |
| **EMPLOYER TELEPHONE**  **( )** | DATES EMPLOYEED  FROM TO | **WORK PERFORMED** |
| **ADDRESS** |  |  |
| **JOB TITLE** | **HOURLY RATE/SALARY**  **STARTING FINAL** |  |
| **SUPERVISOR** |  |  |
| **REASON FOR LEAVING** |  |  |

|  |  |  |
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| **EMPLOYER TELEPHONE**  **( )** | DATES EMPLOYEED  FROM TO | **WORK PERFORMED** |
| **ADDRESS** |  |  |
| **JOB TITLE** | **HOURLY RATE/SALARY**  **STARTING FINAL** |  |
| **SUPERVISOR** |  |  |
| **REASON FOR LEAVING** |  |  |

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| --- | --- | --- |
| **EMPLOYER TELEPHONE**  **( )** | DATES EMPLOYEED  FROM TO | **WORK PERFORMED** |
| **ADDRESS** |  |  |
| **JOB TITLE** | **HOURLY RATE/SALARY**  **STARTING FINAL** |  |
| **SUPERVISOR** |  |  |
| **REASON FOR LEAVING** |  |  |

**If you need additional space, please continue on a separate sheet of paper**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPECIAL SKILLS AND QUALIFICATIONS:**

List any special licenses (including driver’s license) or certifications you hold which are necessary or useful in the position you are applying for. Note type of licenses and state where issued and the expiration date.

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List machines operated which are necessary or useful in the position you have selected.

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List useful experiences, qualifications, or skills that relate to the position for which you are applying (Example: Volunteer work, supervision exercised, computer skills, typing speed, etc.)

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**EDUCATION & TRAINING:**

CIRCLE THE HIGHEST GRADE YOU COMPLETED: 8 9 10 11 12 GED

Date of Degree/Diploma

Colleges or Universities Attended Attendance Major Y/N

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

Other Related Training

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Honors Received:

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

State any additional information you feel may be helpful to us in considering your application.

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**Applicant’s Statement**

I certify that answers given herein are true and complete to the vest of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false and misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

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

Signature Date

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **FOR PERSONNEL DEPARTMENT USE ONLY** | | Arrange Interview € Yes € No  Remarks\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employed € Yes € No Date of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hourly Rate/Salary\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By:  Name and Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |