



**MILITARY RECORDS:**

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

Date of duty: \_\_\_\_\_ to \_\_\_\_\_

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

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): \_\_\_\_\_

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

**EMPLOYMENT EXPERIENCE:**

EMPLOYER	TELEPHONE ( )	DATES EMPLOYEED		WORK PERFORMED
		FROM	TO	
ADDRESS				
JOB TITLE	<u>HOURLY RATE/SALARY</u>			
	STARTING	FINAL		
SUPERVISOR				

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

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

EMPLOYER	TELEPHONE ( )	<u>DATES EMPLOYEED</u> FROM TO	WORK PERFORMED
ADDRESS			
JOB TITLE		<u>HOURLY RATE/SALARY</u> 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.

---

---

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

---

---

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.)

---

---

---

---

**EDUCATION & TRAINING:**

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

Colleges or Universities Attended	Date of Attendance	Major	Degree/Diploma Y/N
-----------------------------------	--------------------	-------	--------------------

---

---

---

---

Other Related Training

---

---

---

Honors Received:

---

---

---

---

---

---

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

---

---

---

---

---

---

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