



# CITY OF JASPER

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION (PLEASE TYPE OR PRINT)

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Are you 18 years old or older? \_\_\_\_\_ Have you served in the U.S. military? \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work? \_\_\_\_\_

Have you ever worked or attended school under another name? \_\_\_\_\_

If so, under what name(s)? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

If offered the position, would you be willing to allow City of Jasper to do a criminal background check? \_\_\_\_\_ Driver history check? \_\_\_\_\_

If offered the position, would you be willing to take a drug test as a condition of employment? \_\_\_\_\_

Have you previously worked for City of Jasper? \_\_\_\_\_

### POSITION / AVAILABILITY

Position applied for \_\_\_\_\_

Available start date \_\_\_\_\_

Are you available to work: Part time \_\_\_\_\_ Full time \_\_\_\_\_ Overtime \_\_\_\_\_

Nights / weekends if required by the position for which you are applying? \_\_\_\_\_

## EMPLOYMENT HISTORY

Please list the names of your present and previous employers in chronological order with present or last employer listed first. Include military service, part-time, seasonal and all other employment. If self-employed, give company name and supply business references. If you need more space use a separate sheet of paper. DO NOT ANSWER "SEE RESUME". Fill out this form completely.

<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>	<b>WORK PERFORMED</b>
	<b>FROM</b>	
<b>ADDRESS</b>	<b>TO</b>	
<b>JOB TITLE</b>	<b>STARTING PAY</b>	
<b>SUPERVISOR</b>	<b>FINAL PAY</b>	
<b>REASON FOR LEAVING</b>		
<b>EMPLOYER</b>	<b>DATES EMPLOYED</b>	<b>WORK PERFORMED</b>
	<b>FROM</b>	
<b>ADDRESS</b>	<b>TO</b>	
<b>JOB TITLE</b>	<b>STARTING PAY</b>	
<b>SUPERVISOR</b>	<b>FINAL PAY</b>	
<b>REASON FOR LEAVING</b>		
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<b>ADDRESS</b>	<b>TO</b>	
<b>JOB TITLE</b>	<b>STARTING PAY</b>	
<b>SUPERVISOR</b>	<b>FINAL PAY</b>	
<b>REASON FOR LEAVING</b>		

Please list any special skills and qualifications acquired from employment or other experience.

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### EDUCATION

Education	Years Completed (Circle)	School Name And Location (City, State)	Describe Course of Study or Major
High School	9 10 11 12		
College/ University	1 2 3 4		
Graduate/ Professional	1 2 3 4		
Trade or Correspondence			

G.E.D. Certificate     Yes     No

### REFERENCES

**WORK REFERENCES** (Please provide three.)

Name & Title	Company	Relationship to You	Telephone Number

**PERSONAL REFERENCES** (Please provide a minimum of two people who are not related to you.)

Name & Title	Company	Relationship to You	Telephone Number

**EQUAL EMPLOYMENT OPPORTUNITY**

City of Jasper is an Equal Opportunity Employer. WE do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

**DISCLAIMERS**

We are glad you are interested in joining City of Jasper’s team. Please read the following statements carefully before you agree and submit this application.

City of Jasper, in considering your application for employment, may verify the information set forth in this application and obtain additional information related to your background.

City of Jasper offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

**NOTES TO CANDIDATE**

If you have any additional documents to support your application, including but not limited to a resume, you may attach those documents to this application.

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

**ACKNOWLEDGMENT AND AUTHORIZATION**

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring. I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by City of Jasper, can be grounds for my immediate termination from City of Jasper.

I authorize City of Jasper to check and verify any and all information listed above, including but not limited to my references, record of employment, education record and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, City of Jasper can terminate my employment at any time with or without cause, unless otherwise required by law.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date