

CITY OF PHENIX CITY EMPLOYMENT APPLICATION

Human Resources Office

APPLICANT

*Please complete pages 1 through 4

*Print in black or blue ink.

*If you have a resume, please attach

*If you need more space, attach a supplemental page

*Immigration Reform and Control Act of 1988 requires identity and employment eligibility verification for employment.

GENERAL				DATE OF APPLICATION
NAME (LAST)	(FIRST)	(MIDDLE)	EMAIL ADDRESS	
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)		PHONE	PHONE-ALT	
HAVE YOU WORKED FOR THE CITY OF PHENIX CITY BEFORE?	IF YES, DATES OF EMPLOYMENT	DEPARTMENT	POSITION	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
HAVE YOU FILED AN APPLICATION HERE BEFORE	IF YES, GIVE DATE	ARE YOU CURRENTLY EMPLOYED?		MAY WE CONTACT YOU AT YOUR PLACE OF WORK?
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO				
DO YOU HAVE RELATIVES EMPLOYED AT THE CITY OF PHENIX CITY?	IF YES, GIVE NAME	DEPARTMENT	RELATIONSHIP	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE U.S.?	IF UNDER THE AGE OF 18 GIVE DATE OF BIRTH			
<input type="checkbox"/> YES <input type="checkbox"/> NO MONTH DAY YEAR				
TITLE OF POSITION FOR WHICH YOU ARE APPLYING.			SALARY EXPECTED	
DATE AVAILABLE	ARE YOU SEEKING		IF OTHER, PLEASE DESCRIBE	
<input type="checkbox"/> FULL TIME EMPLOYMENT <input type="checkbox"/> OTHER				
WILL YOU WORK HOURS OTHER THAN 8 TO 5?	WILL WORK WEEKENDS?	WILL YOU ACCEPT TEMPORARY WORK?		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO				

OFFICE SKILLS		COMPUTER HARDWARE/PROGRAMMING LANGUAGES/SOFTWARE PRODUCTS USED	LIST SKILLED TRADES, YEARS EXPERIENCE, CERTIFICATIONS AND LICENCES
WORK PROCESSING EQUIPMENT OPERATED	SOFTWARE PACKAGES USED		
TYPING – WPM	OTHER OFFICE EQUIPMENT OPERATED		

EMPLOYMENT RECORD: (Most recent first) CURRENT EMPLOYMENT, PRIOR EMPLOYMENT, MILITARY SERVICE, OR SIGNIFICANT VOLUNTEER WORK

*ITEMS MARKED WITH AN ASTERISK NEED NOT BE ANSWERED IF YOU ENCLOSE A RESUME

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	HOURS PER WEEK
STREET ADDRESS				
CITY, STATE, ZIP	LAST SUPERVISORS NAME	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE POSITION*		REASON FOR LEAVING:		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	HOURS PER WEEK
STREET ADDRESS				
CITY, STATE, ZIP	LAST SUPERVISORS NAME	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE POSITION*		REASON FOR LEAVING:		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	HOURS PER WEEK
STREET ADDRESS				
CITY, STATE, ZIP	LAST SUPERVISORS NAME	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE POSITION*		REASON FOR LEAVING:		

EMPLOYER	POSITION TITLES (LIST EARLIEST FIRST)	START DATE	END DATE	HOURS PER WEEK
STREET ADDRESS				
CITY, STATE, ZIP	LAST SUPERVISORS NAME	PHONE	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE POSITION*		REASON FOR LEAVING:		

PLEASE STATE ANY OTHER INFORMATION THAT YOU FEEL WOULD BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION

EDUCATION & TRAINING

MARK THE HIGHEST
YEAR COMPLETED

GRADE SCHOOL HIGH SCHOOL COLLEGE GRADUATE
1 2 3 4 5 7 8 9 10 11 12 1 2 3 4 1 2 3 4

HIGH SCHOOL LAST ATTENDED	NAME OF SCHOOL CITY AND STATE		GRADUATE?		TYPE OF DEGREE OR DIPLOMA	GRADE AVER. (A,B,C, etc.)	MAJOR SUBJECT
			YES	NO			
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE						
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE						
PROFESSIONAL VOCATIONAL OR TECHNICAL SCHOOL	NAME OF SCHOOL CITY AND STATE						

WORK RELATED REFERENCES

NAME	MAILING ADDRESS	PHONE NO. (DAY)

1. HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT BECAUSE YOUR WORK OR CONDUCT WAS NOT SATISFACTORY? YES NO

2. HAVE YOU EVER RESIGNED AFTER OFFICIAL NOTIFICATION THAT YOUR WORK OR CONDUCT WAS NOT SATISFACTORY? YES NO

3. HAVE YOU BEEN CONVICTED OF ANY CRIMINAL DRUG OFFENSE? YES NO
(CONVICTION WILL NOT NECESSARILY BAR YOU FROM CONSIDERATION FOR EMPLOYEMENT.)

4. HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE PLEASE EXPLAIN: _____

APPLICANTS STATEMENT

I CERTIFY THAT ALL INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND AGREE TO BE BOUND THEREBY. I HEREBY CONSENT TO THE DULY AUTHORIZED REPRESENTATIVES OF THE CITY OF PHENIX CITY TO CONTACT ANY OF MY FORMER EMPLOYERS, ANY OF THE EDUCATIONAL INSTITUTIONS THAT I HAVE ATTENDED, AND ANY OTHER PERSONS OR ORGANIZATIONS WHOM IT DETERMINES MIGHT HAVE INFORMATION RELEVANT TO MY APPLICATION HERE. I FURTHER CONSENT TO THOSE PERSONS OR ORGANIZATIONS DIVULGING RELEVANT INFORMATION TO THE CITY OF PHENIX CITY NOTWITHSTANDING THAT IT MIGHT OTHERWISE BE CONFIDENTIAL, SUCH AS RECORDS OF DISCIPLINARY PROCEEDINGS. I UNDERSTAND THAT ANY INFORMATION OBTAINED BY THE CITY OF PHENIX CITY IN THE COURSE OF THOSE CONTACTS WILL BE TREATED IN THE STRICTEST CONFIDENCE. I UNDERSTAND THAT BY ACCEPTING THIS APPLICATION THE CITY DOES NOT INCUR ANY LIABILITY FOR MY FUTURE EMPLOYMENT AND THAT ACCEPTANCE OF AN OFFER OF EMPLOYMENT DOES NOT CREATE A CONTRACTUAL OBLIGATION UPON THE CITY TO CONTINUE TO EMPLOY ME IN THE FUTURE. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN ON THIS APPLICATION OR IN AN INTERVIEW MAY RESULT IN DISCHARGE. I UNDERSTAND AND AGREE TO ABIDE BY THE WORK RULES AND REGULATIONS OF THE CITY OF PHENIX CITY.

ALL SUPPORTING DOCUMENTS REQUIRED FOR A SPECIFIC POSITION MUST BE SUBMITTED WITH EMPLOYMENT APPLICATION INCLUDING BUT NOT LIMITED TO DRIVER'S LICENSE, SOCIAL SECURITY CARD, PROOF OF EDUCATION, ETC. PLEASE SEE REQUIRED DOCUMENTS FOR THE POSITION FOR WHICH YOU ARE APPLYING

DISCLOSURE STATEMENT

This City does not discriminate in hiring on any employment practice on the basis of race, color, religious creed, national origin, gender, ancestry or age, nor does the City discriminate against any employee or applicant for employment because of physical or mental disability, in regard to any position for which the employee or applicant is qualified. No question on this application is intended to secure information to be used for such discrimination. If you feel that you have been discriminated against in any prohibited manner during the selection process, please ask to speak to the Personnel Director in order for the matter to be investigated further.

Under the Americans with Disabilities Act (ADA), it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Human Resources Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Human Resources Office at 334-448-2706.

This application will be given every consideration, but its receipt does not imply that you will be employed.

I UNDERSTAND ANY OFFER OF EMPLOYMENT IS CONDITIONED UPON SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT TEST FOR DRUG AND/OR ALCOHOL.

A positive test result will cause my application for employment to be denied.

If test results are positive, I may, upon written request within five (5) days from receiving the test results, obtain a confirmation test using a proven test method. A qualified physician designated by the City will interpret confirmation results.

This test is voluntary. I may refuse to take this test or sign this form. However, refusal will result in the denial of my employment application. I further authorize the release of the test results to the City with the understanding the information will be used by the City for employment purposes.

I understand this application is not an offer of employment. Acceptance of my application with the City does not guarantee I will be offered a job. I also understand that if I am offered and accept a job, the City reserves and retain the right to make such changes in the terms and conditions of my employment as determined to be necessary and appropriate.

Print Name

Last 4 digits of Social Security Number

Signature of Applicant

Date

Witness Signature (anyone over the age of 18)

Date