

City of Eaton

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative in the Human Resources Department.

Name _____ Social Security # _____ - _____ - _____
Last First Middle

Address _____
Street City State Zip Code

Telephone #(_____) _____ Mobile/Other #(_____) _____ Email Address _____

Position(s) applied for _____ Date of Application ____/____/____

Referral Source (Please check the appropriate category and name the source.)

☐ Walk-in _____ ☐ School _____

☐ Employee _____ ☐ Job Fair _____

☐ Advertisement _____ ☐ Staffing Agency _____

☐ Company's Website _____ ☐ Govt. Employment Agency _____

☐ Other Internet _____ ☐ Other _____

If necessary, best time to call you at home is _____ ☐ AM ☐ PM Will you work overtime if required? ☐ Yes ☐ No

May we contact you at work? ☐ Yes ☐ No If no, please explain _____

If yes, work number and best time to call: _____
(_____) _____ ☐ AM ☐ PM

If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No
If no, please explain: _____
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later date to the extent permitted by law.

Have you submitted an application here before? ☐ Yes ☐ No
If yes, give date(s) and position(s): _____
☐ Yes ☐ No ☐ Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: _____ State _____

Are you legally eligible for employment in this country? ☐ Yes ☐ No Have you ever been bonded? ☐ Yes ☐ No

Date available for work _____
What is your desired salary range or hourly rate of pay?
\$ _____ per _____
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Type of employment desired: ☐ Full-Time ☐ Part-Time Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? ☐ Yes ☐ No

☐ Educational Co-Op ☐ Seasonal ☐ Temporary If yes, please provide date(s) and details: _____

Will you relocate if job requires it? ☐ Yes ☐ No Have you entered into an agreement with any former employer or other party (such as a non-competition agreement) that might, in any way, restrict your ability to work for our company?
Will you travel if job requires it? ☐ Yes ☐ No ☐ Yes ☐ No

If they have been explained to you, are you able to meet the attendance requirements of the position? ☐ N/A ☐ Yes ☐ No
If yes, please explain: _____

Starting with your most recent employer, provide the following information.

Employer	Telephone # ()	Dates employed: Month Year Month Year / /	
Street Address	City	State	Compensation (starting) [] Hourly [] Salary \$ per
Starting job title/final job title			Commission/Bonus/Other Compensation \$
Immediate supervisor and title (for most recent position held)			Compensation (final) [] Hourly [] Salary \$ per
Why did you leave?			Commission/Bonus/Other Compensation \$
Summarize the type of work performed and job responsibilities.			
What did you like the most about your position?			
What were the things you liked least about the position?			
Employer	Telephone # ()	Dates employed: Month Year Month Year / /	
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Immediate supervisor and title (for most recent position held)			Compensation (final) [] Hourly [] Salary \$ per
Why did you leave?			Commission/Bonus/Other Compensation \$
Summarize the type of work performed and job responsibilities.			
What did you like the most about your position?			
What were the things you liked least about the position?			

EMPLOYMENT HISTORY (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed on previous page, have you ever been fired or asked to resign from a job? ☐ Yes ☐ No

If yes, please explain: _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying: _____

Computer Skills (check appropriate boxes, include software titles and years of experience.)

☐ Word Processing	Years: _____	☐ Internet	Years: _____
☐ Spreadsheet	Years: _____	☐ Other	Years: _____
☐ Presentation	Years: _____	☐ Other	Years: _____
☐ Email	Years: _____	☐ Other	Years: _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Com- pleted	Completed	GPA Class Rank	Major/Minor
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		
		☐ Diploma ☐ GED ☐ Degree _____ ☐ Certification _____ ☐ Other _____		

REFERENCES

List name and telephone numbers of three business/work references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

RELATED INFORMATION

To what job-related organization (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

In your current or a prior job have you ever written instructions or directions to be followed by employees or customers?

☐ Yes ☐ No ☐ Not applicable

If yes, please explain: _____

Is there any other job-related information you want us to know about you? _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, full understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____

Completion of information below is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/National Guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Position(s) applied for _____ Date _____

REFERRAL SOURCE:

☐ Walk-in ☐ Government Employment Agency ☐ Private Employment Agency
☐ Employee ☐ Relative ☐ School
☐ Advertisement – Source ☐ Other

Name of person who referred you, if applicable

APPLICANT INFORMATION:

Name _____ Telephone # _____

 Last First Middle
 Address _____

 Street City State Zip Code
☐ Male ☐ Female

Please check one of the following Equal Employment Opportunity Identification Groups:

☐ American Indian / Alaskan Native ☐ Hispanic / Latino (White race only) ☐ White ☐ Black / African American
☐ Native Hawaiian / Other Pacific Islander ☐ Hispanic / Latino (all other races) ☐ Asian

FOR ADMINISTRATIVE USE ONLY

Position(s) applied for ☐ Available ☐ Not Available ☐ Other

Other positions considered for _____

Hired ☐ Yes ☐ No

Position hired for _____ Date of hire _____

From the EEO job classifications listed below, which one best describes the position filled?

☐ Officials and Manager	☐ Sales Workers	☐ Operatives (semi-skilled)
☐ Professionals	☐ Office and Clerical Workers	☐ Laborers (unskilled)
☐ Technicians	☐ Craft Workers (skilled)	☐ Service Workers

Notes _____

Completed by _____ Date _____