

City Of Sabetha *Application for Employment*



Position _____

- Electrical Department
- Parks and Recreation
- General Services
- City Office

APPLICANT: PLEASE READ CAREFULLY

Because of the sensitive nature of some positions within the City of Sabetha, your application is subject to a complete background review consisting of family, personal, financial and employment history. The City of Sabetha does not discriminate on the basis of sex, race, creed, color, or national origin. Age guidelines as mandated by state and Federal law will be followed. The City of Sabetha is an equal opportunity employer and welcomes all applicants.

Any misstatement of fact or omission of material information requested in this questionnaire will disqualify you for any employment with the City of Sabetha. All responses made by you will be held in the strictest confidence.

INSTRUCTIONS:

1. All answers should be typed or hand printed legibly.
2. Answer every question. If it does not apply, indicate "N/A" in the blank space.
3. Answer all questions completely, and include full addresses and phone numbers where requested.
4. If you have any documents which reflect training, certifications, experience, recommendations, etc., please provide copies of such.
5. If you have any questions, please feel free to contact the City of Sabetha

Date of Application: _____

1. Full Name: _____
(last) (first) (middle)
2. Alias Names (nicknames, maiden name, or any other name you may have used): _____
3. Sex: Male Female
4. Social Security Number: _____
5. Current Address: _____
6. Telephone Numbers: Home: _____ Work: _____
Other: _____
7. Date of Birth: _____ Place of Birth: _____
8. Are you a U.S. Citizen by Birth? Yes No
9. Or by Naturalization? Yes No
10. If employed and are under the age of 18, can you furnish a work permit? Yes No
11. On what date would you be available for work? _____
12. Are you employed now? Yes No
13. May we contact your present employer? Yes No
14. Are you on a lay-off and subject to recall? Yes No
15. Have you ever been involuntarily terminated? Yes No If yes, explain in detail. _____

16. Have you ever been disciplined for excessive absences, tardiness, work performance, or any other work related concerns? Yes No If yes, explain in detail. _____

17. Can you travel if a job requires it? Yes No

18. **EMPLOYMENT IDSTORY:** (Present position :first then previous employers)

Date (From- To)	Name of Company	Monthly Salary
Complete Address		Phone#
Job Responsibilities		
Name of Supervisor	Reason For Leaving	
Date (From- To)	Name of Company	Monthly Salary
Complete Address		Phone#
Job Responsibilities		
Name of Supervisor	Reason For Leaving	
Date (From- To)	Name of Company	Monthly Salary
Complete Address		Phone#
Job Responsibilities		
Name of Supervisor	Reason For Leaving	

19. List three persons not related to you and not former employers as references.

Name	Complete address(include zip)	Phone Number

20. Indicate the various schools you have attended and other information requested. Start with High School and work forward, including ALL college, business schools, military service, trade & correspondence schools and any other school.

High School	Name	Date From (Mo / Yr)	Date To (Mo / Yr)
Address: (Street, City State & Zip)		GPA- Average	Diploma / GED
College	Name	Date From (Mo / Yr)	Date To (Mo / Yr)
Address: (Street, City State & Zip)		GPA- Average	Degree / Diploma
Graduate/ Professional	Name	Date From (Mo / Yr)	Date To (Mo / Yr)
Address: (Street, City State & Zip)		GPA- Average	Degree / Diploma

21. How many college credits have you completed? _____

22. What was your major? _____ Minor? _____

23. Honors Received? _____

24. Have you ever received any disciplinary action, suspension, or expulsion from any type of school or training? Yes No If yes, explain (list name of school) _____

25. Summarize special skills and qualifications acquired from employment or other experience.

APPLICANTS STATEMENT

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

■ authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. ■ understand previous and present employers may be contacted during the background check. My signature below authorizes the release of my previous and present employment history to the City of Sabetha. ■ also understand that this application is not intended to be a contract of employment.

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

Signature of Applicant

Date