



Employment Application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. The City of Robertsdale is an equal opportunity employer.

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: () E-mail Address:

Date Available: Social Security No.: Desired Salary: \$

Position Applied for: Referred By:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the City of Robertsdale? YES NO If so, when?

Have you ever been convicted of a crime? YES NO If yes, explain:

NOTE: A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

State name and relationship of any relatives employed with the City of Robertsdale:

Do you have any physical, mental or medical impairment or disability that would limit your job performance? YES NO

Education

High School: Address:

Did you graduate? YES NO Degree:

College: Address:

Did you graduate? YES NO Degree:

Other: Address:

Did you graduate? YES NO Degree:

Special training/skills/crafts:

Activities: (civic, athletic, etc.)

References

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Full Name: Relationship:

Company: Phone: ()

Address:

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Motor Vehicle License Information

Do you possess a valid driver's license? YES NO If yes, provide State: _____, Driver's License

Number: _____ Expiration Date: _____ Class: _____ Restrictions: _____

Has your license ever been revoked or suspended? YES NO If yes, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. By my signature below, I authorize investigation of all statements contained in this application including previous work history, educational records, military service; and law enforcement or criminal records. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that I must be able to perform the essential functions of the position for which I am making application for employment with or without reasonable accommodations. I understand that if I am hired by the City of Robertsdale, my employment is "at will", which means that my employment is for no definite period and the Employer may discharge the Employee at any time with or without cause.

DRUG AND ALCOHOL SCREENING: *I understand that the City of Robertsdale is a drug-free workplace and that an offer of employment is conditioned upon testing negative for alcohol and controlled substances and, as an employee I will be subject to random drug and alcohol testing.*

Signature: _____ Date: _____