

City of Manning

JOB APPLICATION

Please answer ALL questions. Print or write carefully. If you provide false, inaccurate, or incomplete information in this application form or in any interview or in you fail to disclose information requested in this application form or in any interview, you will not be eligible for employment, or, if you are hired, you will be subject to termination.

Personal Information

| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

| | | | |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
|----------------|------|-------|----------|

| | | |
|---------|--------------|-------------------|
| Phone # | Cell/Other # | Social Security # |
|---------|--------------|-------------------|

Position(s) applied for: _____

Date available to start work: _____

Are you willing to relocate if job requires it? _____

Are you 18 or older? _____ Are you legally eligible to work in the U.S.? _____

If you are a military veteran, please provide information regarding your military service: _____

The City is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of age, race, religion, creed, color, sex, national origin, or disability.

Note: If you have a physical or mental disability and you believe that an accommodation may be necessary in order for you to complete this application, please state the kind of accommodation which you believe is appropriate:

Education

| Education Type | School Information | No. Of Years Completed | Degree, Major, or Type of Course |
|----------------------------------|--------------------|------------------------|----------------------------------|
| High School | Name: | | |
| | Address: | | |
| College/University | Name: | | |
| | Address: | | |
| College/University | Name: | | |
| | Address: | | |
| College/University | Name: | | |
| | Address: | | |
| Trade, Bus. Night, or Corres. | Name: | | |
| | Address: | | |

Skills and Qualifications: Please list any special training, skills, licenses, certificates or other qualifications that may qualify you to perform job-related functions for the position you are applying.

Employment History

Have you previously applied for employment with the City: _____

If yes, when and under what name: _____

Have you previously been employed by the City: _____

If yes, when and under what name: _____

How many months have you been unemployed in the last 12 months: _____

How many months have you been unemployed in the last 36 months: _____

| | | | | |
|---|--------|----------|--------|-------------------|
| Employer | From | Employed | Mo/Yr. | Supervisor's Name |
| Address | To | — | Mo/Yr. | Your Job Title |
| Telephone | | | | |
| Your Salary Start End | Duties | | | |
| Reason for Leaving | | | | |

| | | | | |
|---|--------|----------|--------|-------------------|
| Employer | From | Employed | Mo/Yr. | Supervisor's Name |
| Address | To | — | Mo/Yr. | Your Job Title |
| Telephone | | | | |
| Your Salary Start End | Duties | | | |
| Reason for Leaving | | | | |

| | | | | |
|---|--------|----------|--------|-------------------|
| Employer | From | Employed | Mo/Yr. | Supervisor's Name |
| Address | To | — | Mo/Yr. | Your Job Title |
| Telephone | | | | |
| Your Salary Start End | Duties | | | |
| Reason for Leaving | | | | |

Be sure to include an explanation of all gaps in time of employment here:

Criminal Record

The term "convicted" includes a guilty plea, a plea of nolo contendere or no contest, a deferred judgment of adjudication, and adjudication of guilt or delinquency as a minor.

If you answer "yes" to any of the following questions, you must provide detail on the back:

Have you ever been convicted of a felony? _____

Have you ever been convicted of a serious misdemeanor? _____

Note: Convictions will not necessarily bar you from employment. We will consider the number, nature, seriousness, and recency of the convictions in making our decision.

Have you ever been convicted of or forfeited a bond for driving under the influence of drugs or alcohol (CUI) or for driving while intoxicated (DWI)? _____

References

Please provide references who are not relatives or previous employers

Name

Telephone

Name

Telephone

Please read carefully before signing

I hereby certify that the statements made by me in this application and all related information, which I have provided are true, accurate and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to termination, regardless of the date on which the City discovers the violation of its policy regarding application form dishonesty.

In connection with my application for employment with the City, I expressly authorize the release to the City of any records or information which may refer to my application for employment, including, but not limited to, records of schools, law enforcement or criminal justice agencies, and previous employers. I hereby release and discharge the City and any other person, firm, agency, or corporation from any and all claims and liability, which I may have or ever claim to have relating to information provided to the City as part of my application for employment.

If I am offered and accept employment with the City, I understand that my employment is At Will and that my employment may be terminated at any time and for any reason either by me or by the City.

Signature

Date