Please print in ink or type:

Date _____

Jobs applying for _____

Full Time ☐ Part Time ☐ Permanent Temporary or ☐ Seasonal

Employment Application
Personal Information

Name: _____
Last, First Middle

Address: _____

_____ **Email**: _____

Home Phone: _____ **Business Phone**: _____

Social Security Number: _____

Disclosure of your Social Security Number as an applicant is voluntary and is requested solely for administrative convenience and record keeping accuracy. However, should you be employed, disclosure is mandatory to comply with federal Social Security regulation No. 4, subpart M. Section 404.1242. As an employee your Social Security Number would also be used as a personal identifier for record keeping purposes.

General Information

Are you related by blood or marriage to any person now employed by the City of Snellville?

☐ Yes ☐ No

If yes, give name, relation and department. _____

_____

Have you ever been convicted of a misdemeanor or felony other than a minor traffic violation?

☐ Yes ☐ No If yes, explain (a "yes" will not automatically disqualify you).

_____

Do you have a valid Driver's License? Yes ☐ No ☐

If yes, give number and state _____

For City Use Only:

Disposition:

Work History

Please include volunteer or military service. Account for at least the past 10 years including periods of unemployment and unpaid work experience. Include relevant experience or prior experience more than 10 years old. If additional space is needed, continue on back.

1 Present or Last Employer _____

_____

Address _____

_____

Job Title _____

_____

Supervisor's Name/Telephone Number

_____

_____

No. Supervised by you _____

Starting Salary $ _____ per_____

Ending Salary $ _____ per_____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Full-Time Years_____months_____
Part-Time Years_____months_____
If part time, number of hours
Worked per week _____

Reason for Leaving _____

_____

Duties (List in order of Importance in Job)

_____

_____

_____

_____

_____

_____

_____

_____

2 Employer_____

_____

Address _____

_____

Job Title _____

_____

Supervisor's Name/Telephone Number

_____

_____

No. Supervised by you _____

Starting Salary $ _____ per_____

Ending Salary $ _____ per_____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Full-Time Years_____months_____
Part-Time Years_____months_____
If part time, number of hours
Worked per week _____

Reason for Leaving _____

_____

Duties (List in order of Importance in Job)

_____

_____

_____

_____

_____

_____

_____

_____

Work History

3 Employer _____

_____

Address _____

_____

Job Title _____

_____

Supervisor's Name/Telephone Number

_____

_____

No. Supervised by you _____

Starting Salary $ _____ per_____

Ending Salary $ _____ per_____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Full-Time Years_____months_____
Part-Time Years_____months_____
If part time, number of hours
Worked per week _____

Reason for Leaving _____

_____

Duties (List in order of Importance in Job)

_____

_____

_____

_____

_____

_____

4 Employer _____

_____

Address _____

_____

Job Title _____

_____

Supervisor's Name/Telephone Number

_____

_____

No. Supervised by you _____

Starting Salary $ _____ per_____

Ending Salary $ _____ per_____

Date Employed (mo/yr) _____

Date Separated (mo/yr) _____

Full-Time Years_____months_____
Part-Time Years_____months_____
If part time, number of hours
Worked per week _____

Reason for Leaving _____

_____

Duties (List in order of Importance in Job)

_____

_____

_____

_____

_____

References

May we contact your present and previous supervisors for reference? If not, please explain_____

_____

Have you ever had disciplinary action taken against you in the past 12 months? If so please explain, (A "yes: will not automatically disqualify you)._____

_____

_____

Have you ever been dismissed or asked to resign from any job held? If yes please explain (A "yes" will not automatically disqualify you).

_____

_____

Education

School	Name and Address of School	Title of Diploma/Degree	Dates Attended	Did You Graduate?	Major
High School					
College or University					
Other (Specify)					

List fields of work for which you are licensed, registered or certified giving date(s), source (s) of issuance and number (s).

_____

Recruitment Information

How did you happen to apply for a position with the City of Snellville?_____

_____

_____

I certify that I have given true, accurate and complete information (application, work history skills inventory, resumes, curriculum vitae, etc,). I authorize educational institutions, associations, registration and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application, and understand that false information, or a failure to disclose information may be grounds for rejection of my application, disciplinary action or dismissal if I an employed, and (or) criminal action.

I understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the City of Snellville in any way if I am offered employment. I further understand and agree that any employment offered to me is "at-will" and can be terminated by either party, with or without notice and with or without cause.

I further acknowledge that no one other than an authorized Department Director or the Personnel Officer has the ability to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that they may do so only if the agreement is reduced to writing and approved by the Mayor and Council.

Signature _____ Date _____

An Equal Opportunity Employer