

Please print in ink or type:

Date _____

Jobs applying
for _____

Full Time Part Time Temporary or
Permanent Seasonal



Employment Application

Personal Information

Name: _____
Last, First Middle

Address: _____

_____ Email: _____

Home Phone: _____ Business Phone: _____

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			X		
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 am 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
