



EMPLOYMENT APPLICATION

Applicant Information	Full Name: _____ Home Address: _____ Apartment/Unit #: _____ City: _____ ST / Zip: _____ Phone: _____ Email: _____												
Employment and Personal Information	1. Position Applying for? _____ 2. Desired Salary: _____ \$ _____ 3. Employment Desired? <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time 4. Hours of work (per week) desired? _____ 5. Date Available: _____ 6. Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No 7. Have you ever worked for this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you answered yes to Question #8, list below all arrests, convictions, dismissals and pending cases from age 18 to present below (do not include speeding & parking violations). Failure to list all matters truthfully could result in the rejection of this application. A complete background check will be completed upon employment offer and compared to the information you provide on this application.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Violation</th> <th style="width: 20%;">City</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Violation	City	Date									
Violation	City	Date											
Education	High School: _____ Address: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____ College/University: _____ Address: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____ Other: _____ Address: _____ Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____												
Military Service	Branch: _____ From: _____ To: _____ Rank at Discharge: _____ Are you currently in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No												

**Employment
Information**

Company #1

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 #2

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 #3

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

References	<p><u>Reference #1</u> Full Name: _____ Relationship: _____ Company: _____ Title: _____ Address: _____ Phone: _____ Email: _____</p> <p><u>Reference #2</u> Full Name: _____ Relationship: _____ Company: _____ Title: _____ Address: _____ Phone: _____ Email: _____</p> <p><u>Reference #3</u> Full Name: _____ Relationship: _____ Company: _____ Title: _____ Address: _____ Phone: _____ Email: _____</p> <p><u>Reference #4</u> Full Name: _____ Relationship: _____ Company: _____ Title: _____ Address: _____ Phone: _____ Email: _____</p>
Disclaimer and Signature	<p><i>I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.</i></p> <p><i>I understand that City of Delafield may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.</i></p> <p><i>I understand that City of Delafield may, as part of the hiring process, request an investigative consumer report from a third party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the City to provide me with additional information regarding the nature and scope of any such report.</i></p> <p><i>I understand that employment with City of Delafield is "at will" and nothing in the interview or hiring process, this application, or City policies are intended to create an employment contract between myself and the City. Employment may be terminated by either party at any time for any reason with or without notice.</i></p> <p>Signature: _____ Date: _____</p>