

13. Education: List highest grade completed

HIGH SCHOOL

COLLEGE

GED _____

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Date Obtained:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Date Obtained:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

16a. Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training **that relates to this position:**

17. List computer software program(s) with which you are proficient in operating **that relate to this position:**

18. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	

Reason for Leaving:

Place of Employment or Volunteer Experience:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	

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Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
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Work Performed:	

Reason for Leaving:

Place of Employment or Volunteer Experience:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	

Reason for Leaving:

20. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

Yes No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name	Applicant Signature	Date
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TEMPORARY EMPLOYEES

CRIMINAL HISTORY DISCLOSURE FORM

As part of the recruitment and selection process, candidates who are finalists must complete this form. This form is reviewed by the hiring supervisor. All offers of temporary employment and continued employment are subject to a complete review of any criminal convictions. If you are given a conditional offer of temporary employment, you will complete new hire paperwork and your fingerprints will be sent to the Department of Public Safety and the FBI.

Note that convictions will not automatically bar a candidate from temporary employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

1. Are you under 18 years of age? Yes No*

**If your answer is "Yes," Do not complete the criminal history portion – Instead, answer question #4 and include your name, the position applied, and your signature for then submit this form to the hiring supervisor.*

2. Have you been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (including military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., criminal speeding, and similar charges are NOT considered minor traffic offenses. Moreover, any driver's license suspension(s) should be reported.

Yes No

3. If you responded 'Yes' to having been convicted of a misdemeanor or felony, placed on probation, fined or given a suspended sentence, you must provide the charges, dates, and locations. Please answer this question completely.

PLEASE READ THIS STATEMENT CAREFULLY BEFORE AGREEING BELOW.

I certify that all statements I will make in this form are true and complete. I understand that any omission, misstatement, or falsification may be cause for removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this form, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

4. I agree to these terms and have reviewed all of my answers: Yes No

If your answer is "No" or if you leave this section incomplete, you will be withdrawn from further consideration in this selection process.

Applicant's Name (Printed)

Position Applied For

Applicant's Signature

Date