

Application for Employment

City of Talladega
P.O. Drawer 498
Talladega, Alabama 35161

We consider applicant for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

| | | | | |
|--|-----------------------------------|--------------------------------------|------------------------|-------------|
| Position(s) Applied For | | | Date of Application | |
| How Did You Learn About Us? | | | | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Walk-In | | |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ | | |
| Last Name | | First Name | | Middle Name |
| Street Address Code | | City | State | Zip |
| Telephone Number(s) | | | Social Security Number | |
| Email Address | | | | |

Do you have a GED or a Highschool diploma? ☐ Yes ☐ No

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No
If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No
If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) ☐ Yes ☐ No

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony? ☐ Yes ☐ No

(Conviction will not necessarily disqualify an application from employment.)

If yes, what year and please explain?

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

| | | | |
|---------------------------|----------------------------|--------------|-----------------------|
| Employer | Dates Employed | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
| Reason for leaving | | | |
| Employer | Dates Employed | | Work Performed |
| | From | To | |
| Address | | | |
| Telephone Number(s) | Hourly Rate/ Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
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| Telephone Number(s) | Hourly Rate/Salary | | |
| | Starting | Final | |
| Job Title Supervisor | | | |
| Reason for Leaving | | | |

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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Education

| | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|--------------------------|-------------------------------|-----------------|--------------------|-------------------|
| Elementary School | | | | |
| High School | | | | |
| Undergraduate College | | | | |
| Graduate Professional | | | | |
| Other (Specify) | | | | |

| Indicate any foreign languages you can speak, read and/or write | | | |
|---|--------|------|------|
| | Fluent | Good | Fair |
| SPEAK | | | |
| READ | | | |
| WRITE | | | |

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| Describe any specialized training, apprenticeship, skills and extra-curricular activities. |
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| Describe any job-related training received in the United States military. |
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Additional Information

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| Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience. |
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Specialized Skills Check Skills/Equipment Operated

| | | | |
|-------------------------------------|--------------------------------------|--------------------------|----------------------|
| <input type="checkbox"/> CRT | <input type="checkbox"/> Fax | Production Mobile | Other (list): |
| <input type="checkbox"/> PC | <input type="checkbox"/> Lotus 1-2-3 | Machinery (list): | |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> PBX System | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> WordPerfect | _____ | _____ |
| | | _____ | _____ |

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|---|
| State any additional information you feel may be helpful to us in considering your application. |
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| <p>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</p> <p>Are you capable of performing in a reasonable manner, with or Without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.</p> <p style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |

References

| | |
|----------------|---------------------|
| 1. Name: _____ | Phone: () _____ |
| Address: _____ | |
| 2. Name: _____ | Phone: () _____ |
| Address: _____ | |
| 3. Name: _____ | Phone: () _____ |
| Address: _____ | |

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the City of Talladega is subject to the rules and regulations of the City and that I shall be required to abide by such rules and regulations. I further understand and acknowledge that neither this document nor any offer of employment from the City of Talladega constitute an employment contract.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Applicant's Signature

Date