

APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ()
	City, State, Zip			
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
	Other special training or skills (languages, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations
 (Exclude those which may disclose your race, color, religion or national origin)

EMPLOYMENT

Please give accurate, complete full-time and part-time employment records. Start with your present (most recent) employer.

1	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

4	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," in what Branch?
	Describe any training received relevant to the position for which you are applying. _____ _____	

Application for Employment

Are you over 18 years of age? _____ Yes _____ No

State names of relatives working for us.

Give the name, address and telephone number of two personal references.

Please tell us why you have applied for a position with the City of Stanton. Exclude any information by which the name or character may indicate race, color, religion, sex, age, national origin, or presence of a disability.

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage in an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date _____

Signature _____

ATTENTION APPLICANTS

PLEASE READ

The first step in our hiring process is to review each application form submitted to us. The following are important points we feel you should know about our review process.

We may reject an application form which is not completely filled out, regardless of an applicant's qualifications.

If you are having problems filling out the application form or if you have any questions, please ask someone in the clerk's office for assistance.

The reason we have each applicant fill out an application form is so that we have at least a certain level of like information on each applicant. This makes it easier for us to review each applicant's qualifications and allows us to treat all applicants in a consistent and fair manner.

The only means we have of reviewing your qualifications for employment with the City of Stanton is this application form. It is in your advantage to be explicit when completing this application. If you have certain experience or certain skills, list them. We will not assume more than what you tell us.

You are more than welcome to supplement this application form with a resume. We treat a resume as an indication of interest in employment with the city. Without an application form on file, we will not consider you for employment with us.

After we review all the applications, the most qualified candidates for employment will be invited to participate in other phases of our hiring process. All applicants are judged only on job-related factors.

It is the policy of the City of Stanton to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the application, testing or interview phase of our hiring process, please contact the clerk's office at (402) 439-2119 at least 48 hours in advance. Each request for accommodation will be reviewed on a case by case basis and will be provided unless it is determined by the city to be unreasonable.

If you have any questions about the position you can contact the clerk's office at the telephone number listed above.