

**CITY OF OYSTER CREEK
APPLICATION FOR EMPLOYMENT**

PLEASE TYPE OR PRINT IN INK. FILL IN EACH SECTION AS COMPLETE AS POSSIBLE AND RETURN TO PERSONNEL. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, IF YOU NEED AN ACCOMMODATION TO COMPLETE THIS APPLICATION OR ANY TESTS, PLEASE NOTIFY THE PERSONNEL DEPARTMENT.

DATE OF APPLICATION: _____ SOCIAL SECURITY NO: _____

APPLICANT NAME: _____
(LAST) (FIRST) (MIDDLE INITIAL)

ADDRESS: _____
(STREET AND/OR MAILING ADDRESS) (CITY AND STATE)

PHONE: _____
(HOME/CELL) (BUSINESS)

DRIVER'S LICENSE NO: _____ STATE: _____

NAME ON SOCIAL SECURITY CARD (IF DIFFERENT FROM ABOVE): _____

HAVE YOU EVER WORKED FOR THE CITY OF OYSTER CREEK? _____ YES _____ NO

(IF YES, DATES AND JOB TITLE): _____

DO YOU HAVE RELATIVES WORKING FOR THE CITY OF OYSTER CREEK? _____ YES _____ NO

(IF YES, NAME AND RELATIONSHIP): _____

ARE YOU A VETERAN: _____ YES _____ NO BRANCH AND DATES: _____

JOB TITLE FOR WHICH YOU ARE APPLYING: _____

DESIRED SALARY: _____ DATE YOU CAN START, IF ACCEPTED: _____

IF HIRED, CAN YOU PRESENT PROOF THAT YOU CAN LAWFULLY WORK IN THE UNITED STATES?

_____ YES _____ NO

ARE YOU A HIGH SCHOOL GRADUATE? _____ YES _____ NO HIGHEST GRADE COMPLETED: _____

NAME OF HIGH SCHOOL

CITY/STATE

NAME OF COLLEGE

CITY/STATE

G.E.D. CERTIFIED? _____ YES _____ NO

MAJOR

DATE EARNED: _____

DEGREE EARNED: _____

LOCATION: _____

PLEASE LIST ANY TRADE SCHOOLS, MILITARY SCHOOLING, BUSINESS COLLEGES ETC: _____

Present Employer:

Address: _____

Phone: _____

Supervisor: _____

Type of Business: _____

Employment Dates:

From _____ To _____

Starting Salary: _____

Ending Salary: _____

Reason for Leaving: _____

Job Title:

Duties: _____

Present Employer:

Address: _____

Phone: _____

Supervisor: _____

Type of Business: _____

Employment Dates:

From _____ To _____

Starting Salary: _____

Ending Salary: _____

Reason for Leaving: _____

Job Title:

Duties: _____

Present Employer:

Address: _____

Phone: _____

Supervisor: _____

Type of Business: _____

Employment Dates:

From _____ To _____

Starting Salary: _____

Ending Salary: _____

Reason for Leaving: _____

Job Title:

Duties: _____

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Have you been fired or asked to resign from any job within the past five (5) years? _____ YES _____ NO

If "YES", please explain: _____

Have you ever had any convictions, probations, or deferred adjudications for any offense other than traffic fines of \$200.00 or more?

_____ YES _____ NO

If "YES", please explain in detail showing date, charge, place and action taken: _____

Note: A conviction, probation or deferred adjudication does not automatically mean you cannot be employed. The type of conviction and how long ago are important. Please give all the facts so a correct decision can be made.

List all special qualifications and skills you possess which qualify you for the position for which you are applying. Include office equipment, any type of machinery or other equipment and any occupational licenses you may have:

May we contact your present and past employers? _____ YES _____ NO If "NO", please explain: _____

Are you over 18 years of age? _____ YES _____ NO

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I HAVE BEEN ADVISED THAT I SHOULD TELL THE CITY OF OYSTER CREEK IF I NEED ANY REASONABLE ACCOMMODATION DUE TO ANY DISABILITY.

REVIEW YOUR ANSWERS CAREFULLY AND READ THE STATEMENT BELOW BEFORE SIGNING THIS APPLICATION:

I represent and warrant that the answers I have given are complete and true. Further, I request former employees and any persons who may have information concerning me to furnish such information to City of Oyster Creek Personnel, and agree to hold such persons harmless; and, I do hereby release them from any and all liability for damages of any nature whatsoever for furnishing such information.

I further understand that any omissions or false statements on this application shall be considered sufficient cause for rejection of employment or dismissal at any time.

(Applicant Signature)

(Date)

THIS APPLICATION WILL REMAIN ON FILE FOR NINETY (90) DAYS.