



City of Dillingham

Application for Employment

s without regard to race, color, religion, gender, national origin, age, disability, equally protected status.

PLEASE PRINT

Position Applied For: _____ Date

Of Application: ____/____/____

How Did You Learn About Us?

Advertisement Employment Agency Relative Friend Inquiry Employee Other _____

Last Name:	First Name:	Middle Name:
Address:		City:
		State:
		Zip Code:
Telephone Number(s):		Social Security Number:
Best time to contact you at home is:		
_____ : _____ am/pm		
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 ____/____/____		
Do any of your friends or relatives, other than spouse, work here?	Yes	No
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you legally eligible for employment in this country?	Yes	No
. Date available for work ____/____/____ What is your desired salary range? _____		
Are you available to work: Full-Time (please indicate 1 2 3 shift)		
Part-Time (please indicate Mornings Afternoons Evenings)		
Temporary (please indicate dates available ____/____/____ - ____/____/____)		
As an adult have you ever pled "guilty" or "no contest" to, or been convicted of a crime?	Yes	No
<i>Answering yes to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account</i>		

If yes, please provide date(s) and details:

Employment Experience

Start with your present or last job. Include any job-related or military service assignments and volunteer activities related to this position.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper or include on your resume.

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:

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate Professional				
Trade/Tech School				
Other (Specify)				

Describe any specialized training, apprenticeship, skill and extra-curricular activities.

List any special accomplishment, publications, awards, etc. *You may exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, disabilities, veteran/reserve national guard or any other similarly protected status.*

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

Specialized Skills

PC/MAC

E-mail

Other (list)

Word-processing

Internet

Spreadsheet

Shorthand

Presentation

State any additional information you feel may be helpful to us in considering your application

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

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 review of the activities involved in such a job or occupation has been given. Yes No

References

List name and telephone number of three business or work references we may contact that are *not* related to you. If not applicable, list three school or personal references that are *not* related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	YEARS KNOWN

Applicant's Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I have received and reviewed the job description for the position that I am applying.

This application for employment shall be considered for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that any employment relationship with this organization is of an “*at will*” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “*at will*” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that false incomplete or misleading information given in my application or interview(s) will be sufficient cause to eliminate me from further consideration for employment, or may result in immediate discharge from the employer's service, whenever it is discovered.

I also understand that if hired, I am required to abide by all policies and procedures of the employer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant

Date