**City of Gluckstadt, Mississippi**

**APPLICATION FOR EMPLOYMENT**

The City of Gluckstadt, Mississippi (“the City”) is an equal opportunity employer. The City does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, marital status, physical or mental disability, military status or unfavorable discharge from military service, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you eligible to work in the U.S? \_\_\_Yes \_\_\_No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) \_\_\_Yes \_\_\_No

Ever been terminated from employment or asked to resign by an employer? \_\_\_Yes \_\_\_No

If yes, please provide company names and details:

Do you have any schedule restrictions? \_\_\_Yes \_\_\_No If yes, explain:

Can you work overtime, including weekends? \_\_\_Yes \_\_\_No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? \_\_\_Yes \_\_\_No

**Note to all applicants**: *Offers of employment may be conditioned on the applicant submitting to and satisfactorily passing a post-offer drug test*. *Applicants also may be subjected to a comprehensive background check as permitted by law.*

EMPLOYMENT DESIRED

Date you can start Hourly rate/Salary desired

Position desired

Are you currently employed? If so, may we inquire of your present employer?

REFERRAL SOURCE

How did you hear about us? \_\_\_ Walk In / \_\_\_ Advertisement / \_\_\_ Referral Other

Have you ever worked for the City before? \_\_\_Yes \_\_\_No If yes, explain:

Do you know anyone who works for the City? Yes No If yes, who?

EducationAL Background

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name / Location of School or Other Institution | Years Attended | Degree or Certificate Received | Subjects Studied / Major |
| High School |  |  |  |  |
| Post-Secondary / Vocational School |  |  |  |  |

Employment History

Please include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards. Please note that incomplete information could disqualify you from further consideration.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: | From / To: | Telephone: | Address: |
| Job Title: | | Immediate Supervisor: | |
| Summarize nature of the work you performed and your responsibilities: | | Reason for leaving: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: | From / To: | Telephone: | Address: |
| Job Title: | | Immediate Supervisor: | |
| Summarize nature of the work you performed and your responsibilities: | | Reason for leaving: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: | From / To: | Telephone: | Address: |
| Job Title: | | Immediate Supervisor: | |
| Summarize nature of the work you performed and your responsibilities: | | Reason for leaving: | |

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address, Telephone, and E-mail | Employer | Years Acquainted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Please read carefully the following before signing***.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City to hire me. If I am hired, I understand that employment with the City is on an at-will basis. I understand that no representative of the City has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the City true, and complete, information on this application. No requested information has been concealed. I authorize the City to contact references provided for employment reference checks and conduct a comprehensive background check. I understand that the City conditions employment on my submitting to and satisfactorily passing a post-offer drug test and that the City may conduct a comprehensive background check, including a criminal background check and financial background check. If any information I have provided is untrue, or if I have concealed material information, I understand that I may be subject to the denial of employment or immediate dismissal.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.