



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, 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"/> Relative	<input type="checkbox"/> Inquiry	<input type="checkbox"/> Internet
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other	

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone Number(s)		Email	

Best time to contact you at home: \_\_\_\_\_

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 prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment*

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-Time  
 Part-Time (please indicate Morning, Afternoon, Evenings)  
 Temporary (please indicate dates available) \_\_\_\_\_

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

Can you travel if a job requires it?  Yes  No

## EDUCATION

	Name & Address of School	Subjects Studied/Major	Years Completed	Diploma/ Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Please complete the following questions if applicable. *(You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status)*

Describe any specialized training, apprenticeship, skills and extracurricular activities:

Describe any job-related military service assignments and volunteer activities:

Describe any job-related training received in the United States military:

## EMPLOYMENT EXPERIENCE

Include your last ten (10) years of employment history, starting with your most recent employer. You must complete all included fields below; incomplete or false information could disqualify you from further consideration. *You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.*

1.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title		Supervisor		
Reason for Leaving				

2.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title		Supervisor		
Reason for Leaving				

3.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title		Supervisor		
Reason for Leaving				

4.	Employer	Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
Job Title		Supervisor		
Reason for Leaving				

# ADDITIONAL INFORMATION

## **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:*

## **Other Qualifications**

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

## **SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)**

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC.MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
_____ WPM	_____ WPM	_____	_____

*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 description of the job activities and tasks has been provided.

Yes  No

REFERENCES

1.	_____	_____
	Name	Phone #
	_____	_____
	Address	Email

2.	_____	_____
	Name	Phone #
	_____	_____
	Address	Email

3.	_____	_____
	Name	Phone #
	_____	_____
	Address	Email

ADDITIONAL INFORMATION

I certify that the answers given herein are true and complete.

I authorize investigation of all statements and information I have provided in this application for employment.

I understand that submitting this application for employment does not obligate the Town of Ellendale to hire me.

I understand that this application for employment will be considered active for 45 days. If I desire to be considered for employment beyond this time, I should inquire whether applications are accepted at that time.

I understand and acknowledge that, unless otherwise defined by applicable law, employment with the City is “at will.” This means that I may resign at any time and the Town may discharge me at any time, for any reason or no reason. I understand that “at will” employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized Town official.

I attest with my signature below that I have given The Town of Ellendale true and complete information with this application. I authorize the Town to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or my immediate dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**[WE ARE AN EQUAL OPPORTUNITY EMPLOYER]**