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EMPLOYMENT APPLICATION

 Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL INFORMATION

Name

Address

Phone

Are you legally eligible for employment in the USA? Yes No

EMPLOYMENT DATA

 Date You Can Start Salary Desired

Position Applied For

Are you employed now? Yes No

How did you learn about this position?

EDUCATION

 Type of Degree, Diploma,

 Name and Location of School Years Graduated Certificate, Course of Study, Completed Yes No or Major

High School

 Or

G.E.D.

 College

 or

University

Military

 and/or

Technical

Academic honors,

awards or

special recognition

Experience: Please list your previous employment beginning with your most recent experience. You may include relevant military, non-paid or volunteer work. If you held more than one position with the same employer, list each separately. Use additional sheets if necessary. You may include a resume but the employment application information must also be completed.

Name of Present Type of Business

Or Last Employer

Address City State ZIP

Starting Date Leaving Date Job Title

Monthly Starting Salary Monthly Final Salary May we contact your supervisor?

 Yes No

Name of Supervisor Title Phone

Description of Work

Reason for Leaving

Name of Present Type of Business

Or Last Employer

Address City State ZIP

Starting Date Leaving Date Job Title

Monthly Starting Salary Monthly Final Salary May we contact your supervisor?

 Yes No

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 Yes No

Name of Supervisor Title Phone

Description of Work

Reason for Leaving

Have you been discharged or requested to resign from any position? If yes, please explain:

**IMPORTANT: PLEASE READ AND SIGN**

1. I hereby certify that the information contained in this application is true and correct to the best of my knowledge and agree to have any of the information verified by the City of Mosier unless I have indicated in writing to the contrary. I understand that if I provide false or misleading information or omit material information on this application or on any other document in connection with employment with the City of Mosier, it will be grounds for terminating my employment, regardless of when it is discovered.
2. I authorize the City of Mosier to investigate my references; to communicate with my former employers; to make an independent investigation of my character, conduct and employment history. Additionally, I release all parties from all claims or liabilities for any damage that may result from furnishing information in good faith to the City of Mosier in connection with my application for employment, as well as from the use or disclosure of such information by the City of Mosier or any of its agents, co-workers or representatives.
3. If employed, I agree to read and comply with all City of Mosier policies and procedures.

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

SELECTION POLICY

The City of Mosier is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, age, veteran status, predisposing genetic information, sexual orientation, disability or any other class or characteristic protected by applicable law in the admission or access to employment.

Individuals will not be considered applicants if they exclude the following information: 1) the position applied for and the date, 2) information required by law, 3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving and, 4) signature of applicant. Please let us know if you need accommodations in order to participate in the application process.

The most competitive applicants for a particular vacancy will be interviewed and a final selection will be made. Due to the large number of applicants and the limited number of job opportunities, a number of applicants do not proceed to the interview phase.

A job application is an important reflection on you. The way in which you complete your application can make a difference in determining whether or not you are selected to be interviewed for a vacancy.