



**EMPLOYMENT APPLICATION**

**APPLICANT INFORMATION**

|  |  |                     |                               |                  |      |
|--|--|---------------------|-------------------------------|------------------|------|
| Last Name  |  | First               |                               | M.I.             | Date |
| Street Address   |  |                     |                               | Apartment/Unit # |      |
| City   |  | State               |                               | Zip              |      |
| Phone  |  | E-Mail Address      |                               |                  |      |
| Date Available   |  | Social Security No. |                               | Desired Salary   |      |
| Position Applied For:  |  |                     | Driver's License No. & State: |                  |      |
| Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |  |                     |                               |                  |      |
| Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?   |  |                     |                               |                  |      |
| Have you ever been convicted of a crime of moral turpitude or a Class B Misdemeanor or above? YES <input type="checkbox"/> NO <input type="checkbox"/>   |  |                     |                               |                  |      |
| If yes, explain  |  |                     |                               |                  |      |

**EDUCATION**

|             |    |                   |                              |                             |        |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|
| High School |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College     |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other       |    | Address           |                              |                             |        |
| From        | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

**REFERENCES**

*Please list three professional references.*

|           |  |               |  |
|-----------|--|---------------|--|
| Full Name |  | Relationship  |  |
| Company   |  | Phone (     ) |  |
| Address   |  |               |  |
| Full Name |  | Relationship  |  |
| Company   |  | Phone (     ) |  |
| Address   |  |               |  |
| Full Name |  | Relationship  |  |
| Company   |  | Phone (     ) |  |
| Address   |  |               |  |

**PREVIOUS EMPLOYMENT**

|  |                    |                    |  |
|--|--------------------|--------------------|--|
| Company  |                    | Phone (      )     |  |
| Address  |                    | Supervisor         |  |
| Job Title  | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities   |                    |                    |  |
| From   | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company  |                    | Phone (      )     |  |
| Address  |                    | Supervisor         |  |
| Job Title  | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities   |                    |                    |  |
| From   | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company  |                    | Phone (      )     |  |
| Address  |                    | Supervisor         |  |
| Job Title  | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities   |                    |                    |  |
| From   | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |
| Company  |                    | Phone (      )     |  |
| Address  |                    | Supervisor         |  |
| Job Title  | Starting Salary \$ | Ending Salary \$   |  |
| Responsibilities   |                    |                    |  |
| From   | To                 | Reason for Leaving |  |
| May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                    |  |

**MILITARY SERVICE**

|                                   |                   |    |
|-----------------------------------|-------------------|----|
| Branch                            | From              | To |
| Rank at Discharge                 | Type of Discharge |    |
| If other than honorable, explain: |                   |    |

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize the City of Mount Vernon to obtain and review my driver's license record and my criminal history. \_\_\_\_\_ *Applicant's Initials*

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|