



City of Jeffersonville

APPLICATION FOR EMPLOYMENT

Mike Moore
Mayor

Kim Calabro
Director of Human Resources

The City of Jeffersonville is an equal opportunity employer. Applicants are considered for employment without regard to race, ancestry, color, religion, sex, pregnancy, disability, genetic information, veteran status, age, national origin, or any other protected classification as established by law, unless such basis constitutes a *bona fide* occupational qualification. The City of Jeffersonville will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application _____

PLEASE PRINT

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone () _____ Email Address _____

If you have resided at your present address less than three years, list your prior address:

Address _____
Number Street City State Zip

Position(s) Desired _____ Salary Expectation _____

Are you available to work Full Time Part-Time Temporary
 On-Call Overtime Any Shift

On what date would you be available for work? _____

Are you on a layoff and subject to recall at another employer? Yes No

Have you filed an application here before? Yes No If yes, give date(s) _____

Have you ever been employed here before? Yes No If yes, give date(s) _____

Do you have any relatives or friends that are employed here? Yes No If yes, please list them by name and relationship.

Why did you apply for a position at the City of Jeffersonville? _____

Why do you think you would make a valuable employee of the City of Jeffersonville? _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Are you 18 years or older? Yes No

Answer these for all positions requiring the use of a vehicle:

Have you ever been convicted of a moving traffic violation? Yes No If yes, list all here _____

Have your driving privileges ever been revoked or suspended? Yes No If yes, list all here _____

Do you have a commercial driving license? Yes No

Have you ever been convicted of a felony crime that has not been expunged by a court?

Yes

No

EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

List any special job-related skills, software, and qualifications acquired from education, employment, volunteer work or military service.

List specific skills or office machines, tools, machinery or other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position(s) for which you are applying _____

PERSONAL REFERENCES

List the name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
Name Address Telephone No.

2. _____
Name Address Telephone No.

3. _____
Name Address Telephone No.

EMPLOYMENT RECORD

Starting with your present, or most recent job, list all your employment experience for at least the last 15 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment Dates	Type of Work Performed
Address	From	
Telephone	To	
Job Title	Reason for leaving :	
Immediate Supervisor		
Phone		

Employer	Employment Dates	Type of Work Performed
Address	From	
Telephone	To	
Job Title	Reason for leaving:	
Immediate Supervisor		
Phone		

If you need additional space, please continue on a separate sheet of paper.

May we contact employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s). _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? Yes No If yes, please state the employer, and the reason for the discharge or resignation. _____

Which of your previous jobs have you liked the best? _____
 Why? _____

Which of your previous jobs have you liked least? _____
 Why? _____

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a pre-employment drug test, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the City of Jeffersonville decides to obtain a consumer credit report, I understand that the City of Jeffersonville will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report. I agree to cooperate fully with any such examinations and/or tests as the City of Jeffersonville may request. I understand that, if I am conditionally offered employment, such offer may be revoked if I do not pass such examinations and/or tests.

_____ I hereby release all parties, including but not limited to the City of Jeffersonville personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action taken on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by the City of Jeffersonville. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and the City of Jeffersonville has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of the City of Jeffersonville other than the Mayor, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession of nor will I at any time reveal to the City of Jeffersonville, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

_____ I understand that this application is valid for one (1) year. I understand that I must complete a new application if the City of Jeffersonville has not offered me employment within one (1) year if I still wish to be considered for employment.

Printed Name of Applicant

Date

Signature of Applicant

Date