

CITY OF JENNINGS

Job Applicant Sheet

~ DO NOT REMOVE THIS SHEET FROM YOUR APPLICATION ~

As an applicant for a job with the City of Jennings, you are requested to complete this information sheet as well as the attached job application. *The information requested in items 1 and 2 below is for statistical and reporting purposes only, and will be kept separate from your job application.*

Name: _____

Position Applied For: _____

1.) Of the following, which racial/ethnic group do you consider yourself a member?

- White Black American Indian/Alaskan Native
 Hispanic Asian Other

2.) How did you learn of this job opening?

- City Hall Bulletin Board Newspaper Ad (Name of Paper: _____)
 Word of Mouth Other

~ PLEASE READ ALL INFORMATION BELOW CAREFULLY. IF YOU HAVE ANY QUESTIONS, PLEASE SEE SOMEONE IN THE CITY CLERK'S OFFICE. ~

Please follow the instructions to fill out the attached job application as completely as possible, *even if a resume is attached*. Please print legibly. The information that you give us on your job application will determine whether or not you are chosen to be interviewed for the position. Please give as much detail as you can about your experience or skills as they relate to the position for which you are applying, including such things as experience gained in the military, in volunteer work, or in jobs prior to your last four jobs. If you need more room to list this information please attach an additional sheet of paper.

Your job application is active only for the position for which you/are currently applying. If you are interested in a future job opening, you will be required to re-apply.

The City of Jennings has established an Equal Opportunity Committee to oversee hiring practices. If you believe that you have been illegally discriminated against in hiring, and would like to file a complaint, please see the City Clerk.

By submitting this job application, I certify that all statements made by me in the application are true. I also authorize the City of Jennings to check my references by contacting any person whom they deem to be an appropriate reference, to ask questions about my personal or educational background, work experience, or character. Former employers or references are authorized to furnish any such information concerning me, and are released from any and all liabilities or damages of any nature because of furnishing such information; they may rely on a copy of this release. In cases where it is job related, I also consent to a background investigation, which may include a check of my driving record or a police record check to disclose any disqualifying criminal history.

Signature of Applicant

Date

Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

LAST NAME

Personal Information

DATE _____

| | | | |
|------------------------|---------------------|---------------------|----------|
| NAME (LAST NAME FIRST) | | SOCIAL SECURITY NO. | |
| PRESENT ADDRESS | CITY | STATE | ZIP CODE |
| PERMANENT ADDRESS | CITY | STATE | ZIP CODE |
| PHONE NO. | SECONDARY PHONE NO. | REFERRED BY | |

Employment Desired

| | | |
|---|--|--|
| POSITION | DATE YOU CAN START | SALARY DESIRED |
| ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE | WHEN |
| EVER WORKED FOR THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE | WHEN |
| REASON FOR LEAVING | | |
| | | NAME OF LAST SUPERVISOR AT THIS COMPANY |
| HOW DID YOU FIND OUT ABOUT THIS POSITION? <input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> NEWSPAPER ADVERTISING <input type="checkbox"/> FRIEND <input type="checkbox"/> ONLINE AD <input type="checkbox"/> OTHER _____ | | |
| <input type="checkbox"/> STATE EMPLOYMENT OFFICE <input type="checkbox"/> COLLEGE PLACEMENT SERVICE <input type="checkbox"/> WALK IN <input type="checkbox"/> WEBSITE _____ | | |

FIRST

MIDDLE INITIAL

Education History

| | NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE | SUBJECTS STUDIED |
|---|---------------------------|----------------|------------------|------------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL | | | | |

General Information

| |
|--|
| SUBJECT OF SPECIAL STUDY/RESEARCH WORK |
| SPECIAL TRAINING, CERTIFICATIONS, LICENSES |
| SPECIAL SKILLS, FOREIGN LANGUAGES, ETC. |

Military Service Record

| | |
|---|-------------------|
| HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? <input type="checkbox"/> YES <input type="checkbox"/> NO | BRANCH OF SERVICE |
| DISCHARGE DATE | RANK |

Former Employers (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT)

| | | | |
|----------------------------------|------------------------|--|-------|
| NAME OF PRESENT OR LAST EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY \$ | WEEKLY FINAL SALARY \$ | MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| NAME OF SUPERVISOR | | TITLE | PHONE |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |

| | | | |
|---------------------------|------------------------|--|-------|
| NAME OF PREVIOUS EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY \$ | WEEKLY FINAL SALARY \$ | MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| NAME OF SUPERVISOR | | TITLE | PHONE |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |

| | | | |
|---------------------------|------------------------|--|-------|
| NAME OF PREVIOUS EMPLOYER | | | |
| ADDRESS | CITY | STATE | ZIP |
| STARTING DATE | LEAVING DATE | JOB TITLE | |
| WEEKLY STARTING SALARY \$ | WEEKLY FINAL SALARY \$ | MAY WE CONTACT YOUR SUPERVISOR? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| NAME OF SUPERVISOR | | TITLE | PHONE |
| DESCRIPTION OF WORK | | | |
| REASON FOR LEAVING | | | |

References (LIST PROFESSIONAL REFERENCES WHOM WE MAY CONTACT)

| NAME | ADDRESS | BUSINESS | PHONE |
|------|---------|----------|-------|
| | | | |
| | | | |
| | | | |

Special Purpose Questions

DO NOT ANSWER **ANY** OF THE QUESTIONS IN THIS BOX UNLESS THE EMPLOYER HAS **CHECKED THE BOX PRECEDING A QUESTION**, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

Height _____ Feet _____ Inches Weight _____ Lbs. Are you a U.S. citizen? Yes No

Have you been convicted of a Felony or Misdemeanor within the last 5 years? Yes No. Describe _____

You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

I understand and agree that I may be required to take one or more: physical examination; drug test; lie detector test, as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company and to release the Company, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s). Yes No

I have been advised that lie detector tests, as a condition of hiring or continued employment, are prohibited by law. Yes No

Are you able to perform each of the following job functions with or without an accommodation?

JOB FUNCTION #1 _____ Yes No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

JOB FUNCTION #2 _____ Yes No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

JOB FUNCTION #3 _____ Yes No

If you can perform the function with an accommodation, explain how you would perform the tasks, and with what accommodation?

Were you ever seriously injured? Yes No Give details _____

What foreign languages do you speak fluently? _____

What foreign languages do you write fluently? _____

What foreign languages do you read fluently? _____

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____

SIGNATURE _____