

# CITY OF PRESTON

## APPLICATION FOR EMPLOYMENT

Date:

Applicant Name:

Present Address:

Telephone:

Social Security No.:

Permanent Address (If different from present address):

Are you 18 years old or older?

Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes  No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime?\*  Yes  No

If yes, give details, including date(s):

\* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

### POSITION DESIRED

Position:

Date you can start:

Hourly rate/monthly salary desired:

Do you prefer:  Full-time  Part-time

If part-time, hours per week desired:

Hours you are available to work:

Days of week you are available to work:

Are you able to work:

Weekends\*  Yes  No

Holidays\*  Yes  No

Nights\*  Yes  No

\* If required for the position for which you are applying for.

Are you available to work overtime?  Yes  No

Have you previously worked for this company? If so, from \_\_\_\_\_ to \_\_\_\_\_.

Reason for leaving:

Former supervisor(s):

How did you learn about this opening?

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EDUCATION		
High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education or training:		
Do you have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Any special endorsements?		
What is your experience operating equipment?		
Are you familiar with personal computers? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> PC <input type="checkbox"/> MAC		
Are you familiar with smart phones? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What computer programs are you familiar with?		
MILITARY EXPERIENCE		
Branch of Service:	Dates Served:	Rank at Discharge:
Would you like to be considered for Veterans' Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, to be considered, please submit a copy of your DD-214 with your application.		
Education and Training:		

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## WORK EXPERIENCE

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

<b>Previous Employer 1:</b>			<b>Address:</b>		
From _____ to _____		<b>Position Held:</b>		<b>Reason for leaving:</b>	
<b>Supervisor's Name &amp; Title:</b>				<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Duties:</b>					
<b>Starting Hourly Wage:</b>			<b>Final Hourly Wage:</b>		
<b>Previous Employer 2:</b>			<b>Address:</b>		
From _____ to _____		<b>Position Held:</b>		<b>Reason for leaving:</b>	
<b>Supervisor's Name &amp; Title:</b>				<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Duties:</b>					
<b>Starting Hourly Wage:</b>			<b>Final Hourly Wage:</b>		
<b>Previous Employer 3:</b>			<b>Address:</b>		
From _____ to _____		<b>Position Held:</b>		<b>Reason for leaving:</b>	
<b>Supervisor's Name &amp; Title:</b>				<b>May we contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Description of Duties:</b>					
<b>Starting Hourly Wage:</b>			<b>Final Hourly Wage:</b>		

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## AUTHORIZATION AND ACKNOWLEDGMENTS

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

I authorize investigation of all statements contained in this application. I also grant permission to contact all references listed above, and authorize them to release all information concerning my previous employment and any other pertinent information these references might have, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing this information to you.

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time and without prior notice.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If applicable, then please attached a resume and a list of references.