



Employment Application

PERSONAL INFORMATION:

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Position Desired: _____

Can you perform the essential functions of the position with or without reasonable accommodations?

Yes No

Are you legally eligible to be employed in the United States? *(Identity and eligiblity proof will be required upon hire)*

Yes No

Are you over the age of 18 years? *(If no, you may be required to provide authorization to work.)*

Yes No

Have you ever worked for this company before? Yes No

If yes, when? _____ Job Title: _____

Do you have any relatives or friends who for the Company? Yes No

If yes, who and where do they work? _____

Are you presently employed? Yes No May we contact your employer? Yes No

If presently employed, why are you looking for a new position?:

What date would you be available to begin work?: _____



EDUCATION:

	Name and Location	Course of Study	Years Complete	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

EMPLOYMENT: (Please start with your present or most recent position)

Name of Employer:		Telephone Number:	
Full Address:		Supervisors Name and Title:	
		Starting Rate of Pay:	Final Rate of Pay:
Dates Employed: from ___/___/___ to ___/___/___		Position:	
Describe the Work Performed:			

Name of Employer:		Telephone Number:	
Full Address:		Supervisors Name and Title:	
		Starting Rate of Pay:	Final Rate of Pay:
Dates Employed: from ___/___/___ to ___/___/___		Position:	
Describe the Work Performed:			

Name of Employer:		Telephone Number:	
Full Address:		Supervisors Name and Title:	
		Starting Rate of Pay:	Final Rate of Pay:
Dates Employed: from ___/___/___ to ___/___/___		Position:	
Describe the Work Performed:			



PERSONAL REFERENCES: *(Please give 3 references. Do not use relatives or employers).*

Name:	Occupation:
Full Address:	Telephone#:

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The City of Winchester is an equal opportunity employer. All applicants are considered for all positions without regard to race, religion, ancestry, citizenship status, color, sex, childbirth, pregnancy or pregnancy related condition, sexual orientation, age, disability, national origin, veteran or military status, unfavorable discharge from military service, arrest record, marital status, genetic information, or any other characteristic protected by applicable law.

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of the employment, I understand that false or misleading information given on my application or interview may result in termination. I understand that if I am extended an offer of employment, it may be contingent upon my successful passing of a background check, a drug screening and a DMV report. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Signature: _____ Date: _____

For Employer Only

Remarks: _____

I wish to order: DMV Records Reference Verification Criminal Records

Interviewed by: _____

Start Date: _____ Pay Rate: _____ Shift: _____ Status: _____

Job Title: _____

Supervisor Signature: _____



Reference Check- #1

Professional Reference	
Reference Name:	
Company Name:	Reference's Title:
Address:	
Phone #:	Fax #:

Reference Check- #2

Professional Reference	
Reference Name:	
Company Name:	Reference's Title:
Address:	
Phone #:	Fax #:

Reference Check- #3

Professional Reference	
Reference Name:	
Company Name:	Reference's Title:
Address:	
Phone #:	Fax #:

I, _____ request that employment information regarding me is released to the City of Winchester for gaining a position as a _____ (job title).

Signature

Date