

RECORD OF EDUCATION

School Level	Name & Location of School	Course of Study	Number of Years Completed	Did You Graduate?	Diploma or Degree Received

MILITARY SERVICE RECORD: Have you ever served in the U.S. Armed Forces? _____ Yes _____ No
 If yes, list the duties in the Service, including special training that is relevant to the position for which you have applied.

REFERENCES (Excluding relatives)

Name	Address	Occupation	Years Known

SKILLS: (That you believe are related to the job for which you are applying.): _____

Are there any other experiences, skills, or abilities that you feel especially qualify you for work with the City?

PREEMPLOYMENT STATEMENT (PLEASE READ VERY CAREFULLY BEFORE SIGNING BELOW

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interview, can be justification for refusal of employment, or, if employed, termination from the City’s employ.
2. Any offer of employment I may receive from the City is contingent upon my successful completion of the City’s total screening process, including the City receiving references that it considers satisfactory, and satisfactory completion of any post-job offer pre-employment physical examination that the City may require.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a post-job offer screening for drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of the City according to City policies.
4. In processing my application for employment the City may verify all the information provided by me. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the City. I further understand that no manager or representative of the City has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any City policy.

Signature of Applicant _____ Date _____