APPLICATION FOR EMPLOYMENT

THE CITY OF GLEASON IS AN EQUAL OPPORTUNITY EMPLOYER
AND DOES NOT DESCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES AND BENEFITS.

Overview of the hiring and employment process: This *Application* is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the following number: (731)648-5547.

Prior to completing this *Application* be sure to read the JOB DESCRIPTION of the position for which you are applying. As you complete this *Application*, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- If you need accommodation in order to complete this *Application*, please notify the municipality.

GENERAL INFORMATION

Date: _____ Position Desired: _____

Are you applying for: _____ full time _____ part time _____ seasonal

If part time, what days / hours are you available: _____

_____

Have you applied with the City of Gleason before? (circle) YES NO

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Phone #: (Home) _____ (Business) _____
(Cell) _____ (Other) _____

Address: _____
Number Street

_____
City State Zip Code

Do you have a legal right to work in the U.S.? (circle) YES NO

Are you over the age of 18? (circle) YES NO

Have you ever been convicted of a felony? (note: this may be relevant if job-related, but does not bar you from employment) (circle) YES NO

If yes, please explain: _____

_____

Driver's License Number: (if required by job): _____

YOUR EDUCATION AND TRAINING

High School attended: _____

_____

City State

Do you have a High School Diploma? (circle) YES NO

Please list other education you have received.

College/University/ Trade or Business Schools attended	City / State	Degree Earned? Type Degree	Major Area of Study

List other training received (special courses, work training programs, armed forces training, etc.): _____

_____

List special qualifications and skills (licensees, skills with machines, patents or inventions, publications, etc.): _____

_____

Based on the JOB DESCRIPTION of the position for which you are applying:

Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions) ?

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions (please complete the next question)

_____ Yes, and I will not need reasonable accommodations in order to perform the essential functions

Please describe any accommodations you will need in order to adequately perform the essential functions of the position: _____

_____

_____

_____

_____

REFERENCES

Please list three or four persons, other than relatives or former employers who have knowledge of your character and / or abilities:

NAME	MAILING ADDRESS	YEARS KNOWN	PHONE

PRIOR EMPLOYMET RECORD

List below all present and past employment information and / or substantive volunteer work:

Name and address of current or most recent employer: _____ Phone number:
Your supervisor: _____ Your job title / responsibilities: _____
Date hired: _____ Date left: _____ Reason for leaving:
Starting salary: Ending salary:
May we contact this employer: YES NO

Name and address of previous employer: _____ Phone number:
Your supervisor: _____ Your job title / responsibilities: _____
Date hired: _____ Date left: _____ Reason for leaving:
Starting salary: Ending salary:
May we contact this employer: YES NO

Name and address of previous employer: _____ Phone number:
Your supervisor: _____ Your job title / responsibilities: _____
Date hired: _____ Date left: _____ Reason for leaving:
Starting salary: Ending salary:
May we contact this employer: YES NO

******IMPORTANT******

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

_____ _____

Applicant Signature Date