# City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer

## Applicant Information

Full Name: _____ Date: _____

*Last*          *First*          *M.I.*

Address: _____

*Street Address*          *Apartment/Unit #*

_____

*City*          *State*          *ZIP Code*

Mailing Address: _____

*Address*          *Apartment/Unit #*

_____

*City*          *State*          *ZIP Code*

Phone: **(   )** _____   Alternate Phone: **(   )** _____

Email Address: _____   Date Available: _____   Desired Salary: **$** _____

Position Applied for: _____

| | YES | NO | | YES | NO |
|---|---|---|---|---|---|
| Are you a citizen of the United States? | ☐ | ☐ | If no, are you authorized to work in the U.S.? | ☐ | ☐ |
| Have you ever been a City of Warrenton employee? | ☐ | ☐ | If yes, when? _____ | | |
| Are you now a City of Warrenton employee? | ☐ | ☐ | Dept. _____ | | |
| Do you have relatives employed by the City of Warrenton? | ☐ | ☐ | If yes, indicate name, relationship, dept. | | |
| Do you possess a valid driver's license | ☐ | ☐ | State: | | |

Class: _____          Endorsement: _____

(A valid driver's license is required only when stated on the job announcement.)

## Office Skills

Typing Speed (wpm) : _____          Can you operate a computer?  Yes ____ No____

| | YES | NO | |
|---|---|---|---|
| Do you speak a language other than English? | ☐ | ☐ | If so, what language? _____ |

## Computer Operation

Describe your computer operation skills, including programs used:
_____
_____
_____
_____
_____

## Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:
_____
_____
_____

## Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

## Licenses and Certificates

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

_____

_____

**EMPLOYMENT HISTORY**: Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

## Employment History

Company: _____ Phone: **( )** _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: **( )** _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

## Employment History continued

Company: _____     Phone: **(___)** _____

Address: _____     Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?     YES ☐     NO ☐

Company: _____     Phone: **(___)** _____

Address: _____     Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?     YES ☐     NO ☐

## Military Service

Branch: _____     From: _____ To: _____

Rank at Discharge: _____     Type of Discharge: _____

If other than honorable, explain: _____

## Disclaimer and Signature

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____     Date: _____