



## APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

If you have lived in the above address less than 12 months, list previous address:

\_\_\_\_\_

Are you legally authorized to accept employment in this county? \_\_\_\_\_  
 Proof of citizenship or immigration status will be required upon employment.

Do you have adequate means of transportation to get to work on time each day and when called in on short notice: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Have you been convicted of any criminal offence other than traffic violations: YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, give detail of each conviction. (a conviction record is not an automatic ban to employment. The nature of the crime will be considered in relation to the position for which you are applying.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education	Did you graduate? (List Degree or Year subject)	Name of School And Location	Major Subjects
High School			
College			
Special Schooling Or Training			

Have you ever been discharged from a job, forced or asked to resign? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you served in the military? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, state the type of military discharged received. \_\_\_\_\_

Date you can begin work. \_\_\_\_\_

It is the policy of The City of Presidio to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age or handicap.



Will you work weekends whenever schedule or requested? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Can you work overtime whenever schedule or requested? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you accept part-time work? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will you accept temporary work? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Special skill you possess (Electrical, Mechanical, Clerical, or Technical)

---

---

If applying for an office position:

Typing: Approximate WPM: \_\_\_\_\_ Adding Machine WPM: \_\_\_\_\_

Business machines you can operate:

---

---

Long range occupational goals:

---

---

Make any comments you feel we should know when we contact your previous employers:

---

---

List the name and current address of four individuals (not relatives or former employees) who can provide a personal reference:

---

---

---

---

### **EMPLOYMENT HISTORY**

It is the policy of The City of Presidio to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age or handicap.



List all previous employers for whom you have worked during the last five years. Explain any lapses between times when employed.

Company Name	Dates	Last Position	Last salary	Reason for Leaving	Supervisor	Phone Numbers

Comments regarding lapses in employment, if applicable.

---



---



---

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found false in any respect, I will be subject to dismissal without notice at any time. I hereby authorized my former employer to release information pertaining to my work record, work habits, and my work performance while in their employ. I hereby authorized this individual listed as personal references to release any personal information that may pertain to my work habits or work performance.

I understand and agree that any employee handbook that t may received will not constitute an employment contract, but will merely a gratuitous statement of The City of Presidio's current policies.

I understand that The City may require application for employment to take a urinalysis or blood test for drug and alcohol screening as part of a pre-employment physical examination, and that any offer of employment with The City of Presidio is conditioned upon the result of my physical examination (including urinalysis, or blood test for drug or alcohol screens) being satisfactory. I understand that if I am employed with The City of Presidio, the City may require application that I submit to a drug or alcohol screen if I apply for promotion, if I am involved in an on-the-job accident, or if the city has reasonable suspicion that I am under the influence of drug or alcohol, and I hereby authorize the release of the results of any physical examinations or drug test require herein to The City of Presidio. I further understand that the City may inspect all lockers any bags (including purses or briefcases) or parcels brought into or taken out of City Property, and that my refusal to submit urinalysis, blood test or search, when requested to do so, may result in the termination of my employment.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY THE CITY OF PRESIDIO, EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I, OR THE CITY OF PRESIDIO WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT NOTICE. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE MAYOR OF THE CITY OF PRESIDIO.

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE

It is the policy of The City of Presidio to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age or handicap.