

PERSONAL INFORMATION

DATE: \_\_\_/\_\_\_/20\_\_\_

NAME (LAST, FIRST, MIDDLE)				SOCIAL SECURITY NUMBER							
HOME ADDRESS			CITY	STATE		ZIP CODE					
HOME TELEPHONE				ALTERNATE TELEPHONE (THAT WE MAY CONTACT YOU AT)							
POSITION APPLYING FOR		DATE AVAILABLE / /20		ARE YOU INTERESTED IN (CIRCLE ALL THAT APPLY) FULL TIME PART TIME TEMPORARY SUMMER							
DAYS AND HOURS AVAILABLE				IF YOU ARE UNDER 18 YEAR OF AGE, PLEASE STATE YOUR DATE OF BIRTH: / /							
DAY	MON	TUES	WED					THU	FRI	SAT	SUN
FROM											
TO											
HOW WERE YOU REFERRED TO APPLY?											

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION		DEGREE/AREA OF STUDY	YEARS ATTENDED	GRADUATE
HIGH SCHOOL	NAME	ADDRESS			YES / NO
	CITY	STATE			
COLLEGE	NAME	ADDRESS			YES / NO
	CITY	STATE			
GRADUATE SCHOOL	NAME	ADDRESS			YES / NO
	CITY	STATE			
OTHER	NAME	ADDRESS			YES / NO
	CITY	STATE			

US MILITARY SERVICE

BRANCH OF SERVICE	TECHNICAL SPECIALIZATION	RANK ATTAINED

LEGAL

Are you a U.S. citizen or do you have a legal right and necessary document to work in the U.S. YES/NO  
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986.)

Were you ever discharged by any company? YES/NO. If yes, please give name of company(ies) and Reason for Discharge

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic violation? (Note: You are not obligated to discuss sealed or expunged records of conviction or arrest, nor will such information be asked of you or considered in employment decisions.) The existence of a criminal record will not automatically disqualify you from the job for which you are applying. YES/NO. If yes, please explain offense and final disposition:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List employment starting with your most recent position. Account for any time During this period that you were unemployed by stating the nature of your activities. Please indicate if you were employed under a different name.

May we contact your present employer? YES/NO PAST EMPLOYER? YES/NO

DATES	NAME AND ADDRESS OF EMPLOYER		POSITION HELD AND SUPERVISOR	LIST MAJOR DUTIES	SALARY OR WAGES	REASON FOR LEAVING
FROM: /	NAME		JOB TITLE		STARTING	
TO: /	ADDRESS	PHONE ( )	SUPERVISOR		FINAL	
FROM: /	NAME		JOB TITLE		STARTING	
TO: /	ADDRESS	PHONE ( )	SUPERVISOR		FINAL	
FROM: /	NAME		JOB TITLE		STARTING	
TO: /	ADDRESS	PHONE ( )	SUPERVISOR		FINAL	
FROM: /	NAME		JOB TITLE		STARTING	
TO: /	ADDRESS	PHONE ( )	SUPERVISOR		FINAL	

Have you previously worked for the City of Dunbar or any of its subsidiaries? YES/NO

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ Dates Employed: FROM \_\_\_\_\_ To: \_\_\_\_\_

**REFERENCES**

**Business References: (DO NOT list relatives, Please indicate if you were employed under a different name.)**

NAME	ADDRESS	PHONE NUMBER	TITLE	YEARS KNOW

**PLEASE READ CAREFULLY**

I understand that, with my authorization, an investigation may be made whereby information obtained regarding my character, previous employment, general reputation, educational background, credit history and/or criminal history, subject to applicable federal, state and/or local laws.  
 In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand also, that I am required to abide by all rules and regulations of the City of Dunbar.  
 I understand and agree that if employed, the employment will be "at will". That is, either I, for the City of Dunbar, may end the employment relationship at any time, or for any reason. I understand that receipt of this application by the City of Dunbar does not imply employment and that this application and/or any other documents are not contracts of employment.