



APPLICATION FOR EMPLOYMENT

Please read before filling out this application for employment

City of Sanborn does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, ancestry, physical disability, or age. No such question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Please answer every question.

Date _____

(First) (Middle) (Last) (Home Telephone Number)

Address _____

(Number) (Street) (Office Telephone Number)

(City) (State) (Zip)

Have you ever applied to the City of Sanborn before? Yes No

Have you been employed by City of Sanborn, previously? Yes No

If yes, explain when and where _____

Are you legally eligible to work in the United States? Yes No

The immigration reform control act of 1986 requires that all applicants provide evidence of identity and eligibility to work prior to employment.

Work Preference

Position desired _____ Salary Expectations \$ _____

Applying for: Full-time Part-time Seasonal Only

How were you referred to us? _____ Date available for work _____

Available schedule Weekdays Weekends Evenings Nights Over-time

Do you have any geographic requirements? Yes No

If yes, please explain _____

EDUCATION						
Name	City	State	Work or Subject	Check Last Year Comp.	Did You Graduate	Degree
High School				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business School				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Work						
Technical School						

List honors received including scholastic and honorary organizations to which you were elected or appointed: _____

What community, civic activities are you involved in? (Please indicate any offices held): _____

While attending college or vocational school, how many hours per week, on the average, were you employed during the school year? _____

OTHER QUALIFICATIONS

Please list skills/qualifications you have related to the position you are applying. (Ex: typing wpm., shorthand/speedwriting wpm., computer and software skills, applicator's license, CDL license, etc.) _____

POSITIONS OF LEADERSHIP HELD: _____

SUPERVISORY EXPERIENCE

Have you ever supervised people? Yes No

Describe your experience as a supervisor _____

Do you feel you have good communication skills? Yes No

Explain: _____

OTHER TRAINING & EXPERIENCE

Describe any training, experiences or qualifications (none previously covered), honors, awards received that might be of interest to the City of Sanborn: _____

*Most Recent Employer

WORK EXPERIENCE	START DATE	END DATE
Company Name _____	_____	_____
Address _____		Job Title _____
City _____	State _____	Telephone _____
		Zip _____
Supervisor's Name _____		
Reason for Leaving _____		
Starting Salary \$ _____		Ending/Current Salary \$ _____
May we contact this employer? <input type="checkbox"/> Yes, immediately	<input type="checkbox"/> Yes, at a later date	<input type="checkbox"/> No, do not contact
Describe your work: _____		

Second most recent Employer

WORK EXPERIENCE	START DATE	END DATE
Company Name _____	_____	_____
Address _____		Job Title _____
City _____	State _____	Telephone _____
		Zip _____
Supervisor's Name _____		
Reason for Leaving _____		
Starting Salary \$ _____		Ending/Current Salary \$ _____
May we contact this employer? <input type="checkbox"/> Yes, immediately	<input type="checkbox"/> Yes, at a later date	<input type="checkbox"/> No, do not contact
Describe your work: _____		

Third most recent Employer

WORK EXPERIENCE	START DATE	_____	END DATE	_____
Company Name	_____		Job Title	_____
Address	_____		Telephone	_____
City	_____	State	_____	Zip
Supervisor's Name	_____			
Reason for Leaving	_____			
Starting Salary	\$	_____	Ending/Current Salary	\$

May we contact this employer?	<input type="checkbox"/> Yes, immediately	<input type="checkbox"/> Yes, <u>at a later date</u>	<input type="checkbox"/> No, do not contact	
Describe your work:	_____			

PERSONAL REFERENCES

Give three personal references, two who are not related to you and are not former employers and one former employer. Include only individuals familiar with your work ability.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

JOB RELATED SKILLS

(Do not fill out any part of this section you believe to be non-job related).

If the job requires, do you have the appropriate valid driver's license? Yes No

DL# _____ Type _____ State of Issue _____

Have you had any moving violations? Yes No Please describe _____

Do you understand the requirements for this job? Yes No

Is so, please explain _____

READ BEFORE SIGNING. If you have any questions regarding the following statements, please ask an employment interviewer for an explanation before signing.

In the event of my employment to a position with the City of Sanborn, I will comply with the rules and regulations as set forth in the policy manual and other communications distributed to all employees. All individuals who are hired by the City of Sanborn must provide proof of United States citizenship or eligibility for employment.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. Any falsification of the information could be cause for immediate dismissal if I am hired by the company.

“AT WILL” STATEMENT

I hereby acknowledge that any employment relationship with this company is of an “at will” nature, which means that the employee may resign at any time, and the employer may terminate employee at any time, with or without cause. No City of Sanborn representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy.

NOTICE

I hereby authorize my former employers, educational institutions, and references to furnish any information concerning my application for employment. I authorize the City of Sanborn to contact my former employers, educational institutions, and references for the purpose of obtaining such information. I also understand and agree that I may be required to take post-offer pre-employment physical examination and drug & alcohol test(s) as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Company to release the Company, its directors, officers, agents, or employees from any claim arising in connection with the use of such test(s).

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, by application may be rejected and, if I am employed, my employment may be terminated at any time.

Signature

Date