



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? Yes, immediately Yes, at a later date 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 _____

