

Application of Employment

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

The City of Buhler reserves the right to require various pre-employment screenings prior to any final offer of employment. These screenings may include, but are not necessarily limited to: driving record; background investigation, including polygraph; and medical, including drug testing. In addition, some positions may require drug testing as a continuing condition of employment.

(PLEASE PRINT)

Position(s) Applied For: _____ Date of application: _____

How did you learn about us?

☐ Advertisement ☐ Friend ☐ Inquiry
☐ Employment Agency ☐ Relative ☐ Other _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____ Email: _____

Best time to contact you at home is _____:_____ ☐ A.M. ☐ P.M.

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, please provide date: _____

Are you a member of the military or ever served in the Armed Forces?..... ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

How many hours are you available to work? _____

Are you currently on "lay off" status and subject to recall? ☐ Yes ☐ No

Do you have a dependable means of transportation to and from work? ☐ Yes ☐ No

Have you ever been convicted of a felony? (conviction will not necessarily disqualify an applicant from employment)..... ☐ Yes ☐ No

Do you have a valid Driver's License ☐ Yes ☐ No

If yes, License # _____ State: _____

Class ☐ A ☐ B ☐ C ☐ D Other: _____

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Education	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Additional Information

Describe any specialized training, apprenticeship, skills, job-related trainings, or anything that you feel may be helpful to us in considering your application.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

1 Employer: _____ Address: _____
 Phone Number: _____ Job Title: _____ Supervisor: _____
 Reason for Leaving: _____
 Dates Employed: _____ - _____ Hourly Rate/Salary: Starting: _____ Ending: _____
 Work Performed: _____

2 Employer: _____ Address: _____
 Phone Number: _____ Job Title: _____ Supervisor: _____
 Reason for Leaving: _____
 Dates Employed: _____ - _____ Hourly Rate/Salary: Starting: _____ Ending: _____
 Work Performed: _____

3 Employer: _____ Address: _____
 Phone Number: _____ Job Title: _____ Supervisor: _____
 Reason for Leaving: _____
 Dates Employed: _____ - _____ Hourly Rate/Salary: Starting: _____ Ending: _____
 Work Performed: _____

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References

1

Name: _____ Phone Number: _____

Address: _____

2

Name: _____ Phone Number: _____

Address: _____

3

Name: _____ Phone Number: _____

Address: _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. (I hereby authorize the necessary authorities, as needed, to conduct a background check which may include criminal history data and driving record.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that "at will" employment relationship may not be charged by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interviews) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____