

City of Dacula Employment Application

(Please attach a cover letter and formal resume if available)

Position Applying For:	Date of Application:	
How Did You Learn About Us?		
<input type="checkbox"/> City Website	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> City Employee	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Name: _____
Last First Middle

Physical Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Telephone #: Personal (____) _____ Work (____) _____

Email Address: _____

Are you 18 years or older? Yes No

Are you authorized to work in the United States? Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, the City of Dacula will verify the status of every individual offered employment with the City. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Desired Compensation _____

On what date would you be available to work? _____

Type of Employment: Full-time Part-time

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation? Yes No

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, genetic information, or any other legally protected status. **This application will remain active for 180 days.**

EDUCATION:

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES:

Name	Address	Phone Number
1.		
2.		
3.		
4.		

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EMPLOYMENT HISTORY: Start with your present or most recent job. Include any job-related full- time, military service assignments, self-employment, summer, and/or part-time jobs.

1	Company	Address			Telephone/Email	
Dates Employed		From	To	Starting Salary	Leaving Salary	Supervisor
Your Duties:						
Reason for Leaving:						
2	Company	Address			Telephone/Email	
Dates Employed		From	To	Starting Salary	Leaving Salary	Supervisor
Your Duties:						
Reason for Leaving:						
3	Company	Address			Telephone/Email	
Dates Employed		From	To	Starting Salary	Leaving Salary	Supervisor
Your Duties:						
Reason for Leaving:						

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PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the City for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the City to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the City's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the City in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the city and me, and that in the event I am hired, my employment will be "at will" and either the City or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the city to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the City's part. The City may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the City and its agents to make such investigations and inquiries into my employment, educational, criminal and financial history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form, or required by the City. Furthermore, I authorize the City and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the City and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the City and each client to whom I may be assigned which will require the client to pay a fee to the City in the event that I accept direct employment with the client, I agree to notify the City immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

Signature

Date

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