

## 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)	(Mi	(H	(Home Telephone Number)			
Address						
(Numbe	er) (S	(C	(Office Telephone Number)			
(City) Have you ever applichave you been empl If yes, explain when	loyed by City o	of Sanborn	(State) (Zip in before? Yes N in, previously? Yes	No No		
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THER QUALIFICATIONS  ease list skills/qualifications you have related to the position you are applying. (Ex: typing wp orthand/speedwriting wpm., computer and software skills, applicator's license, CDL license, etc.)								
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ve vou ev	ORY EXPERIENCE  rer supervised people?  Yes No  ur experience as a supervisor							
	you have good communication skills?  Yes							
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WORK EXPERIENCE START DATE END DATE Company Name Job Title Third most recent Employer Address \_\_\_\_ Telephone State City Zip\_ Supervisor's Name Reason for Leaving Starting Salary \$ Ending/Current Salary \$ May we contact this employer? 

Yes, immediately No, do not contact Yes, at a later date 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

Type \_

Do you understand the requirements for this job? Yes No

Is so, please explain

Have you had any moving violations? Yes No Please describe

DL#

State of Issue\_\_\_\_

**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 an, if I am employed, my

Signature	Date	
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