



# Application For Employment



**THE CITY OF FROSTPROOF HAS A DRUG-FREE WORKPLACE POLICY IN EFFECT.**

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

**(PLEASE PRINT)**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Position Applied For	Date of Application
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How Did you Learn About Us?				
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
<input type="checkbox"/> Other _____				

Last Name	First Name	Middle Name
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Address Number Zip Code	Street	City	State
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Telephone Number(s)	Social Security Number
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If you are under 18 years of age, can you provide required proof of your eligibility to work?	__ Yes __ No
Have you ever filed an application with us before? If Yes, give date _____	__ Yes __ No
Have you ever been employed with us before? If Yes, give date _____	__ 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? <small>Proof of citizenship or immigration status will be required upon employment</small>	__ Yes __ No
On what date will you be available for work?	
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary	
Are you on "lay-off" status and subject to recall?	__ Yes __ No
Can you travel if a job requires it?	__ Yes __ No
Have you been convicted of a felony within the last 7 years? <small>Conviction will not necessarily disqualify an applicant from employment.</small>	__ Yes __ No

If yes on convicted felony, please explain \_\_\_\_\_

## EDUCATION

	Name and Address of School	Course of Study	Years Complete	Diploma / Degree
<b>Elementary School</b>				
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate Professional</b>				
<b>Other (Specify)</b>				

Indicate any foreign languages you can speak, read, and / or write			
	Fluent	Good	Fair
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

Describe any specialized training, apprenticeship, skills, and extra curricular activities

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Describe any job-related training received in the United States Military

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## 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.

Employer		Date Employed		***Work Performed***
		From	To	
Address				
Telephone Number(s)		*****		
Job Title	Supervisor	Hourly Rate/ Salary		
		Starting	Final	
Reason for Leaving				

Employer		Date Employed		***Work Performed***
		From	To	
Address				
Telephone Number(s)		*****		
Job Title	Supervisor	Hourly Rate/ Salary		
		Starting	Final	
Reason for Leaving				

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Address				
Telephone Number(s)		*****		
Job Title	Supervisor	Hourly Rate/ Salary		
		Starting	Final	
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

<p>List professional, trade, business, or civic activities and office held. You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status</p> <hr/> <hr/> <hr/> <hr/>
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## Additional Information

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### Special Skills

### Check Skills/ Equipment Operated

CRT

Fax

Production/ Mobile  
Machinery (list):

Other (list):

PC

Microsoft Access

Calculator

PBX System

Typewriter

Microsoft Word

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**State any additional information you feel may be helpful to us when reviewing your application**

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

A description of the activities involved in such a job or occupation is attached.  Yes  No

### **References**

Name	Phone	( )	
Address	City	State	Zip

Name	Phone	( )	
Address	City	State	Zip

Name	Phone	( )	
Address	City	State	Zip



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**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered for: \_\_\_\_\_

Date \_\_\_\_\_

**NOTES:**