

# CITY OF NEWBERRY

## Employment Application



<i>City of Newberry HR Dept. to Use Only</i>	
Applicant ID# _____	
Date _____	

APPLICANT INFORMATION										
Last Name				First Name, MI				Nickname		
Street Address							Apartment/Unit #			
City				State				ZIP		
Phone				E-mail Address						
Date Available				Social Security No.				Desired Salary		
Position(s) Applied for	1)			2)						
Will you relocate if job requires it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for the City?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you applied here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
Have you ever been charged or convicted of a crime greater than a minor traffic violation? YES <input type="checkbox"/> NO <input type="checkbox"/>										
If yes, please explain. _____										
<i>Your criminal record may not be a hindrance to being offered the job. You may be required to present documentation from the court indicating disposition of a charge.</i>										
Commercial Driver's License YES <input type="checkbox"/> NO <input type="checkbox"/> Class _____										
SC Driver's License # _____										
EDUCATION										
High School				Address						
From	To	Graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
REFERRAL SOURCE										
<input type="checkbox"/> Walk-In <input type="checkbox"/> City of Newberry Website <input type="checkbox"/> Job Fair / School Posting <input type="checkbox"/> Employee _____ <input type="checkbox"/> Internet Job Board _____ <input type="checkbox"/> Social Media _____ <input type="checkbox"/> Other _____										

Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO  LATER

If no, please explain why.

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO

If no, please explain why.

Company	Phone
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES  NO

If no, please explain why.

**Explain any gaps in your employment:**

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**Is there any other Job-Related information you would like to add?**

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Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATIONS / SPECIAL LICENSES OR TRAINING****SKILLS AND OTHER QUALIFICATIONS**

Word Processing/Typing    MS Office    Multi-Line Phone System    Email    Internet

JOB-RELATED SKILLS, ORGANIZATION(S), SPECIAL AWARDS OR ACCOMPLISHMENTS:

Other Languages Spoken

Fluency

**MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

**REFERENCES – List 3 business/work/school/personal references we may contact that you are not related to.**

Name:

Years Known:

Phone:

Name:

Years Known:

Phone:

Name:

Years Known:

Phone:

**VOLUNTEER / COMMUNITY SERVICE**

Organization

From

To

Duties / Assignments:

Contact Person and Phone  
Number:

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true, complete and correct to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, educational institutions and to otherwise verify the accuracy of all information provided by me in this application and resume.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for limiting or eliminating any applicant from consideration on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without notice, except as required by law.

Signature

Date

Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION**

I hereby certify that there are no willful misrepresentations, omissions, or falsifications on my application dated \_\_\_\_\_, and that all statements and answers are true and correct to the best of my knowledge.

*I understand that any falsifications, withholding, or failure to answer all questions completely and accurately may cause denial or separation from employment.*

**CRIMINAL HISTORY AUTHORIZATION**

I authorize the City of Newberry to obtain a report on my criminal history in order to determine my suitability for employment. For the purpose of obtaining this report, I provide the following information:

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

**CONSENT & AUTHORIZATION TO RELEASE PERSONNEL INFORMATION**

I, \_\_\_\_\_, do hereby consent to release to the City of Newberry, South Carolina, all information contained in any personnel file(s) relating to my employment with all previous employers, in whatever form it may be so held and in whatever office that it is stored.

This consent and authorization allows for the reading and duplication of such information and includes paper writings, records, evaluations, tape recordings, and any other information contained in such file(s). Further, this consent and authorization allows such agency to retain in its possession any copies, notes, or other information obtained because of my consent.

This consent and authorization is given freely and voluntarily.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

## AFFIRMATIVE ACTION VOLUNTARY INFORMATION

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate based on any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filled separately from application.

To comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this application data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision. Your cooperation is appreciated.

**Position(s) Applied For** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Applicant Information

**Name:** \_\_\_\_\_  
Last, First MI

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone:** \_\_\_\_\_

Male  Female

### **Please check one of the following Equal Employment Opportunity Identification Groups:**

- |  |  |
|--|--|
| <input type="checkbox"/> White (not of Hispanic origin ) | <input type="checkbox"/> Black (not of Hispanic origin)                  |
| <input type="checkbox"/> American Indian/Alaskan Native  | <input type="checkbox"/> Asian/Pacific Islander                          |
| <input type="checkbox"/> Hispanic                        | <input type="checkbox"/> Multiracial (having parents of different races) |
- This identification is recognized on in the State of Michigan

### **Referral Source**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Walk-In            | <input type="checkbox"/> City of Newberry Website | <input type="checkbox"/> Job Fair / School Posting |
| <input type="checkbox"/> Employee _____     | <input type="checkbox"/> Internet Job Board _____ |  |
| <input type="checkbox"/> Social Media _____ | <input type="checkbox"/> Other _____              |  |

Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_