



CITY OF HALSTEAD

APPLICATION FOR EMPLOYMENT

*** Please type or print clearly in ink. ***

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____ / _____
Last First Middle (List any other names previously used or known by.)

ADDRESS: _____
Street/PO Box City State Zip Code

TELEPHONE NUMBER: (____) _____ SOCIAL SECURITY NUMBER _____

E-MAIL: _____ DRIVER'S LICENSE #: _____ STATE: _____

May we contact you at work? , YES , NO Work Number: (____) _____

Have you ever been employed by the City of Halstead? , YES , NO
If yes, give dates: from _____ to _____

Are you related to any City employee or elected City official? , YES , NO
If yes, who and what is the relationship? _____

Are you legally eligible for employment in the United States? , YES , NO
(Proof of US citizenship or immigration status will be required upon employment)

Date available for work: _____

Have you ever been convicted of a felony? , YES , NO
(Such conviction may be relevant if job-related, but does not bar you from employment)
If yes, please explain: _____

Do you have a high school diploma or G.E.D. equivalent? , YES , NO
If G.E.D., when and where was it obtained? _____

THE CITY OF HALSTEAD IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATIONAL BACKGROUND

List schools attended, including high school, starting with the most recent.

Years completed

Degree or diploma earned, if any

Major field of study

1)

2)

3)

4)

SKILLS AND QUALIFICATIONS Summarize special skills and qualifications acquired from employment or from other experiences that may qualify you for work with the City of Halstead.

Typing _____ wpm

Do you have a current Commercial Driver's License (CDL)? , YES , NO

List any certifications you have: _____

Describe your proficiency with computer hardware and software (list software): _____

Other skills and qualifications: _____

REFERENCES List three school, work, or other personal references not related to you.

Name

Title

Telephone

Years Known

1)

2)

3)

ADDITIONAL INFORMATION

Using only the space provided below, explain what interests you in working for the City of Halstead:

EMPLOYMENT/WORK HISTORY

List your last four employers starting with the most recent, including military experience. Explain any gaps in employment in the *COMMENTS* section. You may attach a resume, BUT a resume is not a substitute for filling out this part of the application.

Employer: _____ Telephone: _____	<u>Dates Employed</u>
Address: _____	From:
Job Title: _____	To:
Immediate Supervisor/Title: _____	<u>Wage / Salary</u>
Reason for Leaving: _____	Start:
Job Responsibilities: _____	Final:
_____	Hours per week:
Employer: _____ Telephone: _____	<u>Dates Employed</u>
Address: _____	From:
Job Title: _____	To:
Immediate Supervisor/Title: _____	<u>Wage / Salary</u>
Reason for Leaving: _____	Start:
Job Responsibilities: _____	Final:
_____	Hours per week:
Employer: _____ Telephone: _____	<u>Dates Employed</u>
Address: _____	From:
Job Title: _____	To:
Immediate Supervisor/Title: _____	<u>Wage / Salary</u>
Reason for Leaving: _____	Start:
Job Responsibilities: _____	Final:
_____	Hours per week:
Employer: _____ Telephone: _____	<u>Dates Employed</u>
Address: _____	From:
Job Title: _____	To:
Immediate Supervisor/Title: _____	<u>Wage / Salary</u>
Reason for Leaving: _____	Start:
Job Responsibilities: _____	Final:
_____	Hours per week:
Employer: _____ Telephone: _____	<u>Dates Employed</u>
Address: _____	From:
Job Title: _____	To:
Immediate Supervisor/Title: _____	<u>Wage / Salary</u>
Reason for Leaving: _____	Start:
Job Responsibilities: _____	Final:
_____	Hours per week:

COMMENTS: _____

PLEASE READ AND SIGN THE STATEMENTS BELOW

(Unsigned applications will be discarded and not be considered)

APPLICATION FOR EMPLOYMENT

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize any of my previous employers, schools, or persons named as references to give any information regarding employment or educational record. I agree that the City of Halstead and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statements, omissions or answers made by me on this application or for any information provided by them. I also acknowledge that this statement applies to any information I have provided on a resume or additional documents.

NOTE: I hereby understand and agree that if hired by the City of Halstead, I will be considered an “at-will” employee and I may be removed at any time, with or without cause.

Applicant’s Signature: _____ Date: _____

DRUG SCREENING ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I understand and agree that if considered for employment with the City of Halstead, I may be required to submit to a drug screening test in the form of a urinalysis or blood test, as a condition of hire, or continued employment. This drug screening will be paid for by the City of Halstead.

Applicant Signature: _____ Date: _____

**AUTHORIZATION FOR RELEASE OF
CRIMINAL ARRESTS AND DRIVING RECORD**

I hereby authorize all law enforcement agencies, courts of law, and motor vehicle departments of any state in which I reside, or have resided, to provide information requested by the City of Halstead. I release all of these agencies from any liability due to releasing this information. I further authorize the City of Halstead to conduct this background investigation.

Applicant Signature: _____ Date: _____

The City of Halstead is prepared to make reasonable accommodations for applicants with a disability. If called for an interview, please advise the person calling of any accommodations that you may need.