



CITY OF ELSMERE
 318 Garvey Avenue
 Elsmere, Kentucky 41018
 (859) 342-7911

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Desired: _____

Are you available to work: AM PM Full Time Part Time Seasonal/Temporary

How did you hear about us? _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you at least 18 years or older? YES NO Do you hold a valid driver's license? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School or GED: _____ Address: _____

Major/Minor: _____ Type of Courses: _____

From: _____ To: _____ Did you graduate? YES NO

College/University: _____ Address: _____

Major/Minor: _____ Type of Courses: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Graduate/Professional: _____ Address: _____

Major/Minor: _____ Type of Courses: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Please list the names of your present and previous employers for the last 15 years in chronological order with the present, or most recent employer first. Be sure to account all periods of time including military service, volunteer activities and any periods of unemployment. If self-employed, give name of the firm or business - supplying business references may be required. You may exclude statements or organizations which indicate race, color, religion, genetics, national origin, disabilities, or other protected status. Use additional pages if needed.

Are you currently employed? YES NO
May we contact your present supervisor? YES NO N/A

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list professional references, not related to you, whom you have known at least one year.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Comments: Include explanation of any gaps in employment.

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

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment and other experience. For example, please state any additional information you may feel helpful to us considering your application for employment.

In Case of Emergency Notify

Full Name: _____ Phone: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Disclaimer and Signature

Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying? (Do not answer question unless you have been informed about the requirements of the job for which you are applying.) Yes _____ No _____

I understand the City of Elsmere is an equal opportunity employer (EOE) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, genetics or other protected status. In addition to federal law requirements, the City of Elsmere complies with applicable state and local laws governing nondiscrimination in employment.

I certify that all information submitted by me to my knowledge on this application (and accompanying resume, if any) is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration for employment, I agree to conform to the City of Elsmere's rules and regulations, and I understand and acknowledge that, unless otherwise defined by law, any employment relationship with the City of Elsmere is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by a written document or by conduct unless such change is specifically acknowledged, authorized and evidenced in writing by the Mayor.

I authorize the City of Elsmere to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records, educational credentials and work experience checks. References obtained are done so in confidence and I understand that my rights to review any reference material is waived. I understand that should I decline to consent to such investigation, my application for employment may be rejected or my employment may be terminated. I understand that the City of Elsmere reserves the right to require me to submit to test for the presence of drugs and/or alcohol in my system prior to employment and at any time during my employment to the extent permitted by law.

I understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility shall result in immediate termination of employment and/or any offer of employment.

I hereby release any and all individuals, companies and organizations to provide requested data to the City of Elsmere, Kentucky, its agents and employees, so that the City may verify the contents of this application and my suitability for employment.

I understand this application for employment shall be considered active for a period not to exceed 6 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, THE ABOVE STATEMENTS AND AGREEMENTS AND UNDERSTAND THE SAME.

Signature: _____ Date: _____