

APPLICATION FOR EMPLOYMENT

CITY OF JASPER, ALABAMA

1. What position are you applying for? _____
2. Name _____
3. Date of Birth _____ Drivers License # _____
4. Resident Address _____
Mailing Address _____
_____ ZIP _____
5. Home phone _____ Cell _____
6. Alternate or emergency phone number: _____

"I am either a United States Citizen or an alien who has the legal right to work in the job for which I am applying. Yes No (circle one)

Note: Pursuant to the Immigration Reform and Control Act of 1986, each applicant, upon being made an offer of employment, must produce documents that are specified by the federal government, establishing the applicant's identity and authorization for employment in the United States. These documents must be produced no later than 72 hours after commencement of employment. An applicant must also complete and sign Form I-9 (issued by the federal government) verifying under oath that the applicant's identity and employment authorization.

PLEASE ANSWER THE FOLLOWING :

1. When will you be available to start: _____
 2. What hours can you work: _____
 3. Minimum salary you will accept: _____
 4. How did you hear about this job: _____
 5. Have you ever worked for the City: _____
 6. If yes, where and when: _____
 7. List any special qualifications you may have: _____
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8. Complete this sentence: I am seeking employment with the City in the above capacity because _____

9. List any driving offenses you have had along with disposition.

10. Have you ever been convicted of any other type of crime? _____

If Yes, describe: _____

REFERENCES:

| NAME | ADDRESS | PHONE | OCCUPATION | YRS KNOWN |
|------|---------|-------|------------|-----------|
| | | | | |
| | | | | |
| | | | | |

References must be someone other than family members who can attest to your character and/or work ethic.

EMPLOYMENT HISTORY – BEGIN WITH MOST RECENT

1. EMPLOYER: _____
ADDRESS: _____
POSITION: _____
SUPERVISOR: _____ PHONE _____
FROM _____ TO _____ SALARY _____
REASON FOR LEAVING: _____

2. EMPLOYER: _____
ADDRESS: _____
POSITION: _____
SUPERVISOR: _____ PHONE _____
FROM _____ TO _____ SALARY _____
REASON FOR LEAVING: _____

3. EMPLOYER: _____
ADDRESS: _____
POSITION: _____
SUPERVISOR: _____ PHONE _____
FROM _____ TO _____ SALARY _____
REASON FOR LEAVING: _____

4. EMPLOYER: _____
ADDRESS: _____
POSITION: _____
SUPERVISOR: _____ PHONE _____
FROM _____ TO _____ SALARY _____
REASON FOR LEAVING: _____

Is there any reason that we should not contact any of the above employers or references? _____ If Yes, please explain:

EDUCATION

Schools attended:

High School: _____ Year graduated: _____

Type of Diploma: _____

Clubs or special interest: _____

Awards: _____

College: _____ Year graduated: _____

Degree(s) _____

Clubs or special interest: _____

Awards: _____

Special Training or Skills: _____

Military: _____

Discharge: _____

Use the following space to tell us anything that would be helpful to us in this application process. You may list special talents, hobbies, skills, computer skills, or any other knowledge you may have.

The City of Jasper is an equal opportunity employer. We hire, promote, and take all other personnel actions without regard to race, color, sex religion, national origin, citizenship, age, disability, veteran status, or military services connection. We provide reasonable accommodation to the known disabilities of applicants and employees and accommodate the religious beliefs and practices of employees, provided hat such accommodations do not work undue hardship upon the City.

I UNDERSTAND, REPRESENT, AND VOLUNTARILY AGREE THAT: 1) all of the information I have furnished in connection with this application is complete, true and correct; 2) any misrepresentation or omission is grounds for dismissal; 3) If I am employed by the City, I will comply with all of its work rules and the rules of its Civil Service Board; 4) prior to entering employment with the City, I will be required to submit to and pass a drug and alcohol test as a condition of my employment; 5) The City does not tolerate harassment of its employees. I pledge not to tolerate it either and I will report to the officials designated by the City to receive such reports, all instances of harassment that I see or that happen to me; and 6) The City may contact my previous employers, schools, and references to obtain additional job related information about me. I hereby release from liability the City and its representatives for seeking information and all others who furnish such information.

APPLICANT: _____ DATE: _____

JASPER CIVIL SERVICE BOARD
PO BOX 172
JASPER, AL 35502
205-221-8505

CHECK LIST (MUST PROVIDE COPIES)

- _____ CURRENT DRIVERS LICENSE
- _____ SOCIAL SECURITY CARD
- _____ BIRTH CERTIFICATE
- _____ HIGH SCHOOL DIPLOMA (STATE ACCREDITED ONLY)/GED
- _____ THREE LETTERS OF RECOMMENDATION (NON-FAMILY)
- _____ COLLEGE DIPLOMA IF REQUIRED
- _____ OTHER LICENSE OR CERTIFICATIONS IF REQUIRED