



### **Application for Employment**

The City of Pulaski is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

#### **Overview of the hiring and employment process:**

This Application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call 363-4666.

Prior to completing this Application be sure to read the Job Description of the position for which you are applying. As you complete this Application, please bear in mind the following:

- \*We reserve the right to check all information for accuracy and completeness
- \*All applicants for employment are a matter of public record
- \*If you need accommodation in order to complete this Application, please notify the municipality.

#### **GENERAL INFORMATION:**

Application Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Have you ever been employed by the City of Pulaski before? Yes/No When: \_\_\_\_\_

Are you applying for: Full time \_\_\_ Part time \_\_\_ Seasonal \_\_\_?

If Part Time, what days/hours are you available? \_\_\_\_\_

#### **PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Preferred)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Home Address: \_\_\_\_\_

Have you ever been arrested? YES NO If Yes, Please Explain:

(Note: this may be relevant if job-related, but does not bar you from employment):

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a Felony? YES NO If Yes, Please Explain:

(Note: this may be relevant if job-related, but does not bar you from employment):

\_\_\_\_\_  
\_\_\_\_\_

Are you currently on probation or under the care of a court appointed guardian? Yes No

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have a driver's license? Yes NO State: \_\_\_\_\_ Number: \_\_\_\_\_

**EDUCATION & TRAINING:**

Do you have a High School Diploma or GED?      Yes                  No  
If Yes, Please list the name and location of your high school and the year that you graduated: \_\_\_\_\_

If No, please list the last grade that you completed and the name and location of your high school: \_\_\_\_\_

**Please List Other Education you Have Received:**

College/University City/State Degree Earned Major Area Trade or Business Type of Degree of Study:

\_\_\_\_\_  
List other training received (special courses, work training programs, armed forces training, etc.)

\_\_\_\_\_  
List special qualifications and skills (licenses, skills with machines, patents or inventions, publications, etc.): \_\_\_\_\_

**BASED ON THE JOB DESCRIPTION OF THE POSITION FOR WHICH YOU ARE APPLYING:**

Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions)?

\_\_\_\_\_ Yes, but I will need reasonable accommodations in order to perform the essential functions. Please describe any accommodations you will need in order to adequately perform the essential functions of the position:

\_\_\_\_\_ Yes and I will not need reasonable accommodations in order to perform the essential functions.

**Please list 4 persons, other than relatives or former employers who have knowledge of your character and/or abilities.**

Name	Address	Years Known	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYMENT HISTORY:**

Please list below all present and past employment information from newest to oldest and/or substantive volunteer work.

Employer: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
May we contact this employer? Yes No

Employer: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
May we contact this employer? Yes No

Employer: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
May we contact this employer? Yes No

Employer: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
Date Hired: \_\_\_\_\_ Date Left: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
May we contact this employer? Yes No

**\*\*\*\*\*Important\*\*\*\*\***

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others who I have indicated may be contacted.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date