

Application for Employment for the Town of Argos

PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ Date of application: _____

Name: _____ Social Security #: _____
LAST FIRST MIDDLE

Address: _____
STREET CITY STATE ZIP CODE

Telephone #: (____) _____ Mobile/Beeper/Other Phone #: (____) _____ E-mail: _____

If you are under 18, and it is required, can you furnish a work permit? Yes ___ No ___
 If no, please explain _____

Have you ever been employed here before? If yes, give dates and positions _____ Yes ___ No ___

Are you legally eligible for employment in this country? Yes ___ No ___

Date available for work: _____ What is your desired salary range? \$ _____

Type of employment desired..... Full-Time _____ Part-Time _____ Temporary _____ Seasonal _____

Are you able to meet the attendance requirements of the position? Yes ___ No ___

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes ___ No ___

If yes, please provide date(s) and details _____

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's License number if driving is an essential job function _____ State _____

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

| | | | |
|---|----|--|------------------|
| FROM | TO | EMPLOYER | TELEPHONE () |
| STARTING JOB TITLE / FINAL JOB TITLE | | ADDRESS | |
| IMMEDIATE SUPERVISOR AND TITLE | | SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES | |
| MAY WE CONTACT FOR REFERENCE? ___ YES ___ NO ___ LATER | | | |
| REASON FOR LEAVING | | HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____ | |
| FROM | TO | EMPLOYER | TELEPHONE () |
| STARTING JOB TITLE / FINAL JOB TITLE | | ADDRESS | |
| IMMEDIATE SUPERVISOR AND TITLE | | SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES | |
| MAY WE CONTACT FOR REFERENCE? ___ YES ___ NO ___ LATER | | | |
| REASON FOR LEAVING | | HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____ | |
| FROM | TO | EMPLOYER | TELEPHONE () |
| STARTING JOB TITLE / FINAL JOB TITLE | | ADDRESS | |
| IMMEDIATE SUPERVISOR AND TITLE | | SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES | |
| MAY WE CONTACT FOR REFERENCE? ___ YES ___ NO ___ LATER | | | |
| REASON FOR LEAVING | | HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____ | |
| FROM | TO | EMPLOYER | TELEPHONE () |
| STARTING JOB TITLE / FINAL JOB TITLE | | ADDRESS | |
| IMMEDIATE SUPERVISOR AND TITLE | | SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES | |
| MAY WE CONTACT FOR REFERENCE? ___ YES ___ NO ___ LATER | | | |
| REASON FOR LEAVING | | HOURLY RATES / SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____ | |

AN EQUAL OPPORTUNITY EMPLOYER

Skill and Qualifications

Summarized any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background (if job related)

| NAME AND LOCATION | NUMBER OF YEARS COMPLETED | DID YOU GRADUATE? | | COURSE OF STUDY |
|-------------------|---------------------------|-------------------|--------|-----------------|
| | | MAJOR | DEGREE | |
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| OTHER | | | | |

References

| NAME | TELEPHONE | NUMBER OF YEARS KNOWN |
|------|-----------|-----------------------|
| | () | |
| | () | |
| | () | |

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

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, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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

I understand that if I am applying for seasonal employment, I must reapply each season, otherwise, this application will be kept on file indefinitely.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without prior cause and without notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____