



## Town of Evans

## Employment Application

**Incomplete information could disqualify you from further consideration. Please complete all fields.**

		Date
Last Name	First Name	Middle Initial
Have you ever worked under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list other names:		
Street Address	City, State, Zip	
Phone Number	Email Address	
Are you at least 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, you may be required to provide authorization to work.		
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Proof of eligibility and identity will be required upon employment.		

Education	Degree Received	Field of Study
High School	<input type="checkbox"/> Yes Type: <input type="checkbox"/> No	
College	<input type="checkbox"/> Yes Type: <input type="checkbox"/> No	
Trade School	<input type="checkbox"/> Yes Type: <input type="checkbox"/> No	
Other	<input type="checkbox"/> Yes Type: <input type="checkbox"/> No	

Do you have any special skills, experience, and/or training that would enhance your ability to perform the position you are applying for? If so, please explain.

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Have you ever worked for the Town of Evans? ☐ Yes ☐ No If so, when? \_\_\_\_\_

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Do you know anyone who works for the Town of Evans? ☐ Yes ☐ No If so, who? \_\_\_\_\_

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Have you ever been terminated or asked to resign by an employer? ☐ Yes ☐ No If so, please explain:

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<b>Most Recent Employer</b>	Start Date	End Date
Company Name	Phone Number	Supervisor's Name
Address	City, State, Zip	
Job Duties		
Job Title	Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Previous Employer</b>	Start Date	End Date
Company Name	Phone Number	Supervisor's Name
Address	City, State, Zip	
Job Duties		
Job Title	Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Previous Employer</b>	Start Date	End Date
Company Name	Phone Number	Supervisor's Name
Address	City, State, Zip	
Job Duties		
Job Title	Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you applying for a specific position? ☐ Yes ☐ No If so, please specify: \_\_\_\_\_

Please indicate which type of employment you are seeking: ☐ Full Time ☐ Part Time ☐ Seasonal

Why are you applying for this position? \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_

Please list the hours and days you are available to work: \_\_\_\_\_

Are there any specific times you cannot work? \_\_\_\_\_



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References	Phone Number	Company/Relationship	Number of Years Acquainted
Name			
Name			
Name			

**Please read carefully before signing.**

The Town of Evans (the Town) is an equal opportunity employer. The Town does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Town to hire me. If I am hired, I understand that either the Town or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Town has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Town true and complete information on this application. No requested information has been concealed. I authorize the Town to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS APPLICATION IS RETAINED ON FILE FOR 90 DAYS FROM THE DATE ABOVE.**