



## Employment History

PROVIDE THE FOLLOWING INFORMATION OF YOUR PAST AND CURRENT EMPLOYERS, OR WORK RESPONSIBILITIES, STARTING WITH THE MOST RECENT (USE ADDITIONAL SHEETS IF NECESSARY). EXPLAIN ANY GAPS IN EMPLOYMENT IN COMMENTS SECTION BELOW.

|  |    |   |                       |
|--|----|---|-----------------------|
| FROM   | TO | EMPLOYER  | TELEPHONE #<br>(    ) |
| 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?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |    |   |                       |
| REASON FOR LEAVING   |    | HOURLY RATE/SALARY<br><b>START \$</b> _____ <b>PER</b> _____ <b>FINAL \$</b> _____ <b>PER</b> _____ |                       |
| FROM   | TO | EMPLOYER  | TELEPHONE #<br>(    ) |
| 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?<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later |    |   |                       |
| REASON FOR LEAVING   |    | HOURLY RATE/SALARY<br><b>START \$</b> _____ <b>PER</b> _____ <b>FINAL \$</b> _____ <b>PER</b> _____ |                       |
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| STARTING JOB TITLE/FINAL JOB TITLE   |    | ADDRESS   |                       |
| IMMEDIATE SUPERVISOR AND TITLE   |    | SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES                                     |                       |
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| REASON FOR LEAVING   |    | HOURLY RATE/SALARY<br><b>START \$</b> _____ <b>PER</b> _____ <b>FINAL \$</b> _____ <b>PER</b> _____ |                       |

**Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Skills and Qualifications

Summarize 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 |
|-------------------|---------------------------|--|-----------------|
| HIGH SCHOOL       |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| COLLEGE           |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |
| OTHER             |                           | <input type="checkbox"/> Yes <input type="checkbox"/> No |                 |

## References

List name and telephone number of three business/work references NOT related to you and NOT previous supervisors. If not applicable, list three school or personal references not related to you.

| Name | Telephone | # of Yrs Known |
|------|-----------|----------------|
|      | (    )    |                |
|      | (    )    |                |
|      | (    )    |                |

## Additional Information

List professional, trade, business or civic associations and any offices held.  
 EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE/NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

| Organization | Offices Held |
|--------------|--------------|
|              |              |
|              |              |
|              |              |

### List special accomplishments, publications, awards, etc.

EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN/RESERVE/NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

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### List any additional information you would like us to consider.

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## 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 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 this application is limited to the position for which I applied. If I wish to be considered for employment for another position, it will be necessary to reapply.

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. 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 Mayor.

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.

**You must pass a mandatory drug screen to qualify for this position.**

Completed Police Officer application packets submitted to the Human Resources Office must include:

Signed/completed Eligibility to Test form  
Copies of: driver's license; high school diploma or equivalent; valid peace officer certification through the OPOTC or proof that you are eligible to attain such certification through refresher training.  
Copy of DD214, if claiming military credit  
Signed/completed Application for Employment  
Information Release Waiver (notarized)  
Physical Ability Exam Waiver (notarized)

Applications are *not* considered complete until **ALL** items are submitted.

**IF HIRED, YOU MUST REPORT TO HUMAN RESOURCES ON OR BEFORE THE FIRST DAY OF WORK.**

**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 \_\_\_\_/\_\_\_\_/\_\_\_\_**

