

# APPLICATION FOR EMPLOYMENT - City of Troy

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE SOCIAL SECURITY NUMBERPRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIPPREVIOUS ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIPPHONE NO. \_\_\_\_\_ ARE YOU 18 YEARS OR OLDER? YES  NO ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?  
(PROOF OF EMPLOYMENT ELIGIBILITY WILL BE REQUIRED UPON EMPLOYMENT) YES  NO 

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

ARE YOU EMPLOYED NOW? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY \_\_\_\_\_

## EDUCATION

	NAME AND LOCATION OF SCHOOL	# OF YEARS	DATES ATTENDED?	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			From: To:		
COLLEGE			From: To:		
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			From: To:		

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) \_\_\_\_\_

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY SERVICE (PAST OR PRESENT): YES  NO . IF YOUR ANSWER IS YES, PLEASE ANSWER THE FOLLOWING:

DATES OF SERVICE: FROM \_\_\_\_\_ TO \_\_\_\_\_

BRANCH OF SERVICE (ARMY, NAVY, AIRFORCE, MARINES, NATIONAL GUARD, ETC.): \_\_\_\_\_

HIGHEST RANK: \_\_\_\_\_

(CONTINUED)

WERE YOU DISCHARGED FROM MILITARY SERVICE UNDER HONORABLE CONDITIONS? (IF YOUR DISCHARGE WAS CHANGED TO "HONORABLE" OR "GENERAL" BY A DISCHARGE REVIEW BOARD, ANSWER "YES." IF YOU RECEIVED A CLEMENCY DISCHARGE, ANSWER "NO.") IF YOU ANSWER, PROVIDE THE DATE AND TYPE OF DISCHARGE YOU RECEIVED IN THE BLANKS BELOW). YES  NO

DISCHARGE DATE (MONTH, DAY, YEAR) \_\_\_\_\_ TYPE OF DISCHARGE \_\_\_\_\_

WHILE IN MILITARY SERVICE, WERE YOU EVER CONVICTED BY COURT MARTIAL? YES  NO

COURT MARTIAL DATE (MONTH, DAY, YEAR): \_\_\_\_\_

PLACE (CITY AND STATE/COUNTRY): \_\_\_\_\_

CHARGE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OR PLED NO LO CONTENDRE/NO CONTEST TO A FELONY OR A MISDEMEANOR EXCLUDING MINOR TRAFFIC VIOLATIONS (A DWI IS NOT CONSIDERED A "MINOR TRAFFIC VIOLATION").**

A CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU FOR EMPLOYMENT. YES  NO

IF YES, PLEASE ANSWER THE FOLLOWING:

CONVICTION/PLEA DATE: \_\_\_\_\_

PLACE (CITY AND STATE/COUNTRY): \_\_\_\_\_

CHARGE: \_\_\_\_\_

DISPOSITION: \_\_\_\_\_

ARE YOU CURRENTLY UNDER CHARGES FOR ANY VIOLATION OF LAW? YES  NO

IF YES, PLEASE PROVIDE THE DATE, PLACE, COURT LOCATION, CHARGE, AND DISPOSITION ON AN ATTACHED SHEET.

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

DESCRIBE WHY YOU THINK YOU ARE UNIQUELY QUALIFIED FOR THIS POSITION. LIST ALL QUALIFICATIONS YOU BELIEVE WOULD ALLOW YOU TO PERFORM THE DUTIES OF THIS POSITION

I CERTIFY THAT THE STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY DISQUALIFY ME FROM FURTHER CONSIDERATION OR WILL RESULT IN IMMEDIATE DISMISSAL IF DISCOVERED AT A LATER DATE.

I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT IF HIRED MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY BOTH ME AND THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS, AND VOLUNTARILY SIGN THIS APPLICATION

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_