

The City of Williamson

"Cherish Our Past, Plan Our Future"

P.O. Box 9
Williamson, Georgia 30292
Phone: 770 227-8380
FAX: 770 227-8623

"An Equal Employment Opportunity"

Application for Employment

PERSONAL INFORMATION:

Name _____, _____, _____
Last First Middle

Address: _____, _____, _____, _____
Street Address City State ZIP

How long have you lived at the above address? _____

Phone Number: (_____) _____ - _____ Email _____

Social Security (last 4) _____

Are you legally eligible to work in the U.S.? Yes or No (circle one)

(Note: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.)

Driver's License Number: _____ State _____ Class/Restrictions _____

(Note: Possession of a valid driver's license is not an essential function of all employment offered by the City and not having a driver's license does not necessarily disqualify your application.)

Have you had any traffic violations or license suspension in the past 3 years? Yes or No (circle one)

If YES, list violation and dates: _____
(Use an additional page if necessary)

Have you ever been charged with a felony or misdemeanor where disposition was a conviction, a plea of nolo contendere (nocontest), or first offender treatment? Yes or No (circle one)

If YES, describe circumstances: _____
(Use an additional page if necessary)

Note: A criminal conviction will not necessarily disqualify your application, except that a felony conviction will bar employment in a law enforcement job; the disclosure of a misdemeanor conviction will not automatically result in disqualification. Criminal histories will be submitted to the National Crime Information Center (NCIC) for verification. Failure to disclose a conviction may be considered grounds for disqualification. Applicants should be careful to disclose all criminal convictions in the space above.

Have you ever been dismissed or asked to resign from any job? Yes or No (circle one)

If YES, explain in detail: _____

(Use an additional page if necessary)

Have you served in the Military? Yes or No (circle one), Length of service: _____

Do you Presently Serve in the Reserves or Guard? Yes or No (circle one) If yes, give unit details below:

Are you currently, or have you ever been, employed by The City of Williamson? Yes or No (Circle one)

If YES, state when and position: _____

Do you have any relatives who are employed by The City of Williamson? Yes or No (circle one)

If YES, give name and relationship: _____

Have you ever been elected to public office? Yes or No (circle one) If yes, give details: _____

Have you ever worked for any Federal, State, Municipal or County government? Yes or No (circle one)

If so, state when, where and length of service. _____

PHYSICAL RECORD:

List any existing physical limitations, allergies, or medical conditions which may limit your job

performance: _____

(Use an additional page if necessary)

Note: All personal medical information will be protected as required under The Health Insurance Portability and Accountability Act (HIPAA) of 1996 and other applicable government regulations.

In Case of Emergency, Notify: _____

Name

() -

Address

Phone

EDUCATION INFORMATION:

Type	Name of School	Years Attended	Subjects Studied
High School Grad? Y / N			
College Grad? Y / N			
Post Grad			
Trade/Business			
Other Education			

EMPLOYMENT DESIRED:

Position Desired: _____

Why are you interested in serving in this capacity? _____

List special skills and talents you have and machines and equipment you can operate which will aid in your work performance? _____

CONTRACT WORKERS:

Do you, or does your company, own or lease tools, equipment or machinery for use in the performance of your duties (such as hand tools, mowing equipment, trimmers, tractors, etc.)? Yes or No (circle one) If yes, list equipment you own or lease which you intend to use on City property in the event you are offered work. _____

(Use an additional page if necessary)

Are you or your company licensed and insured, and/or would you be bonded during and related to any work performed for the City? Give details: _____

(Use an additional page if necessary)

FORMER EMPLOYERS: (Give at least the ten years of employment; use an additional page if necessary)

Date: From/To	Name and Address	Salary	Position	Reason for Leaving

REFERENCES: (List three persons, not related to you, who you have known at least one year)

Name	Address	Years Known
1.		
2.		
3.		

APPLICANT’S AUTHORIZATION TO RELEASE INFORMATION

I have made application for employment with The City of Williamson (the City). The City is hereby authorized to make any investigation of my prior Motor Vehicle Records, Credit, Education, Work, and Criminal histories. I also authorize my employer and/or former employers and schools to release information regarding my employment, transcripts, and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing such information. I authorize or do not authorize (circle one) the City to contact my present employer.

Signed: _____ Date: _____

My signature below acknowledges that I have completed this form honestly.

Signed: _____ Date: _____

Printed Name: _____