

Application For Employment

City of Bloomington
Employee Services Department
401 N. Morton Street, Suite 230
Bloomington, IN 47404
(812) 349-3404
(812) 349-3446 Fax
(812) 349-3539 Job line
www.bloomington.in.gov
esmail@bloomington.in.gov

AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, number of dependents, or any other legally protected status.

Reasonable accommodations to people with disabilities available upon request to Employee Services.

(PLEASE PRINT)

Position(s) applying for (be specific):

1. _____
2. _____
3. _____

| | | | | | |
|-------------------|-------|--------------|-------|----------|-------|
| Last Name | _____ | First Name | _____ | Middle | _____ |
| Social Security # | _____ | Today's Date | _____ | | |
| Address | _____ | | | | |
| City | _____ | State | _____ | Zip Code | _____ |
| Phone Number(s) | _____ | | | | |
| Email (optional) | _____ | | | | |

Have you ever been employed by the City of Bloomington? Yes No

If yes, give date and department _____

On what date would you be available to work? _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of, or are you currently charged with, any crime or has your driver's license been suspended? Yes No

A current charge or conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain

Education

| | NAME | CITY | DEGREE/ MAJOR |
|---------------------------|------|------|------------------|
| High School/GED | | | |
| Business/ Trade School | | | |
| College | | | |
| Graduate/ Professional | | | |

Special Skills

List your special qualifications, skills or accomplishments. Some examples are: skills with machines or equipment, construction trade skills, typing w.p.m., computer experience, knowledge of Microsoft Word and Excel programs or other computer applications, public speaking or writing experience, etc. (Inclusion of a resume is desirable if applying for professional positions.)

Do you have a valid:

Driver's license?

Yes

No

Commercial Driver's License (CDL)?

Yes

No

Type: _____

Some positions do not require a driver's license. If you do not have a valid driver's license that will not necessarily disqualify an applicant from employment.

List professional, trade, business or civic activities and offices held.

Have you ever had any job-related training in the United States Military?

Yes

No

If yes, please describe.

Employment History

| | | |
|---|--------------------------|---|
| | Company Name: | Telephone w/ area code |
| | Address: | Employed - (State month and year) From To |
| 1 | Supervisor: | Weekly pay Start Last |
| | List Job Title & Duties: | Reason for Leaving: |
| | | |

| | | |
|---|--------------------------|---|
| | Company Name: | Telephone w/ area code |
| | Address: | Employed - (State month and year) From To |
| 2 | Supervisor: | Weekly pay Start Last |
| | List Job Title & Duties: | Reason for Leaving: |
| | | |

| | | |
|---|--------------------------|---|
| | Company Name: | Telephone w/ area code |
| | Address: | Employed - (State month and year) From To |
| 3 | Supervisor: | Weekly pay Start Last |
| | List Job Title & Duties: | Reason for Leaving: |
| | | |

| | |
|--|---|
| We may contact the employers listed above unless you indicate those you do not want us to contact. | DO NOT CONTACT Employer Number(s) _____ Reason _____ |
|--|---|

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

| NAME & OCCUPATION | ADDRESS | TELEPHONE |
|-------------------|---------|-----------|
| | | |
| | | |
| | | |

Applications will be screened after the closing date of the job posting. Applicants will be notified whether or not they will receive an interview. Applications are kept on file for one year. If you wish to apply for any future job openings, you may contact Employee Services to have your application pulled and submitted. All available job vacancies are advertised in the Herald Times, posted on the bulletin board in the Employee Services Department, City of Bloomington website at www.bloomington.in.gov and on the job line (812) 349-3539.

PLEASE READ AND SIGN THE FOLLOWING STATEMENT

I certify that all information provided in this Application for Employment is true, correct and complete. I understand that any misrepresentation or omission of facts is sufficient reason for rejection of this application or termination of subsequent employment. Except as indicated on page three of this application, I authorize the City of Bloomington to investigate all statements made on my application and release from liability former employers, institutions or persons providing such information to the City.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

DATE _____

SIGNATURE _____

Voluntary Affirmative Action Information Survey

City of Bloomington - 2007

We are an Equal Opportunity Employer. Answering the following questions will help us meet our recording requirements for the Equal Employment Opportunity Commission and our Affirmative Action Program. This information is used for statistical purposes only, and is kept confidential. Voluntary Affirmative Action Surveys are separated from the application before being reviewed by the Department that is hiring. The managers making the hiring decisions do not have access to this information.

It is the City of Bloomington's policy to encourage and support equal employment opportunities for all applicants and employees without regard to race, color, ancestry, sex, religious creed, national origin, physical disability, mental disability, medical condition, age, marital status, political affiliation, sexual orientation, or disabled veteran or Vietnam era veteran status. Employment decisions will be evaluated on the basis of an individual's skills, knowledge, abilities, job performance and other legitimate qualifications. **Thank you for helping us maintain accurate records for the Affirmative Action Program.**

Name: _____

Date: _____

Zip code (home): _____

Position Applied For: _____

Date of Birth: _____

Age: _____

Sex:

MALE

FEMALE

Where did you learn of the Job Vacancy? (select all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Unemployment Office | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Internet/Web page |
| <input type="checkbox"/> City Job Posting Bulletin Board | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

Ethnicity (please select all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> African-American | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> White (non-Hispanic) | <input type="checkbox"/> Other |

Are you disabled?* Yes No Are you a disabled veteran?*** Yes No

Are you a Vietnam-era veteran?** Yes No Are you an "other veteran"?**** Yes No

*Under the American with Disabilities Act (ADA), "an individual with a disability is a person who: 1) physical or mental impairment that substantially limits one or more major life activities, 2) has a record of such impairment or 3) is regarded as having such as an impairment."

** A Vietnam-era veteran is defined as a person who served on active duty for more than 180 days, any part of which occurred during the period August 5, 1964 to May 7, 1975.

*** A disabled veteran is defined as a person who is entitled to compensation under the laws administered by the Veterans Administration for disability, or whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

****An "other veteran" is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge, a service medal, or an expeditionary medal has been authorized. "War" includes veterans with active duty service between December 7, 1941 and April 28, 1952, officially designated as World War II. Active duty veterans of Korea, Vietnam, Desert Shield/Storm and other campaigns or expeditions are included because those actions were designated with a campaign badge or medal.