City of Elk Point Employment Application

Please Print all Information Requested Except Signature

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4		DATE:	
Name:	First	Middle	
Present Address:		Midule	
Street or PO Box	City	SD	Zip
How Long at address:	Social Security N	No.:	
Phone Number: _()	_ If under 18, pleas	se list age:	
Are you a U.S. citizen? Yes No			
Position applying for (1):	(2):		
Employment desiredFull-Time only	Part-time onlyFull or Par	rt-timeSummer	employment
Have you ever worked for the City of Elk F When:	Point before:If so, where	e:&	
Date you can start work:	Referred by:		

Type of School	Name of School	Number of Years Completed	Major & Degree
High School			
College			
Business or Trade School			

Have you ever been convicted of a crime?	No	Yes
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If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), sentence(s) imposed, and type(s) of rehabilitaion.

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Application for employment

Have you ever been in the Armed Forces? ____ Yes ___ No

Are you now a member of the National Guard? ____ Yes ____ No

Work Experience: Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give company name. **Attach additional sheets if necessary**.

Name of Employer Address	Employment Dates:	Pay (per/hr) or Salary
City, State, Zip Code	From:	Start:
Phone Number	То:	Final:
	Your last job title:	·
Reason for leaving (be specific):		
List the jobs you held, duties performed, skills used for this company.	or learned, advancements or prom	notions while you worked

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City, State, Zip Code From:	To: Final: Your last job title:			Pay (per/hr) or Salary		
Phone Number To: Final: Your last job title: Your last job title: Reason for leaving (be specific): List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked for this company. Name of Employer Employment Dates: Pay (per/hr) or Salary Address City, State, Zip Code From: Start: Phone Number To: Final:	To: Final: Your last job title:	Address				
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City, State, Zip Code From: Start: Phone Number To: Final:	To: Final: Your last job title:	Name of Employer	Employment Dates:	Pay (per/hr) or Salary		
Phone Number To: Final:	To: Final: Your last job title:	Address				
	Your last job title:		From:			
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Reason for leaving (be specific):		Reason for leaving (be specific):				
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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked		List the jobs you held, duties performed, skills used	or learned, advancements or pro-	motions while you worked		
for this company.		for this company.				
May we contact your present employer? Yes No If so, whom should we contact?	ent employer? Ves No. If so, whom should we contact?	May we contact your present employer? Ves	No. If so whom should we co	intact?		
Office Use Only						
Once Ose Only	()ttice Lise ()niv	Skills-circle one:	ee ose omy			
Once Ose Only	()ttice Lise ()niv					

SKIIIS-circle one.					
Typing: Yes No N/A 10-key: Yes No N/A					
Computer Skills: list different programs used:	Word	Excel	Power point	_Others:	

Application for employment
Name:
Company:
Position:
Address:
Telephone:

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the City's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at either my or the City's option. I also understand and agree that the City may change the terms and conditions of my employment, with or without cause, and with or without notice at any time.

Date: _____ Signature of applicant: _____

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.