

THE CITY OF GARDNER AFFORDS EQUAL EMPLOYMENT OPPORTUNITY REGARDLESS OF SEX, AGE, RACE, COLOR, CREED, ANCESTRY, SEXUAL PREFERENCE, RELIGION, DISABILITY, MILITARY STATUS, GENETICS OR NATIONAL ORIGIN.

APPLICATION FOR EMPLOYMENT

Last Name		First	Middle	Date
Street Address				Home Phone
				()
City, State, Zip				Business Phone
				()
Have you ever applied for employment or been employed with us?				
Yes	No	If Yes, Month and Year _____ Location: _____		
Position Desired		Shift Desired	Pay Expected	
		1 st 2 nd		
Are you available for full-time work?				Will you work overtime if asked?
Yes No				Yes No
Are you a U.S. citizen or authorized to work in the U.S.?				When will you be available to begin work?
Yes No				
How did you learn of our organization? If Newspaper, state which publication.				

Completion of this section is voluntary, unless education is requirement of the position you are applying for.

	Name & Location of School	Course of Study	No. of Years Completed	Degree or Diploma
High School				
College				
Other				

Describe your significant accomplishments, activities, or acquired skills, which you believe may be an indication of your job-related abilities.

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. As part of your work history, you may include verified work performed on a volunteer basis.

1.	Company Name	Telephone () ()
	Address	Employed (State Month & Year) From To
	Name of Supervisor	Weekly Pay: Start End
	State Job Titles and Describe your work	Reason for Leaving

3.	Company Name	Telephone ()
	Address	Employed (State Month & Year) From To
	Name of Supervisor	Weekly Pay: Start End
	State Job Titles and Describe your work	Reason for Leaving

- 1.
- 2.
- 3.

Date: _____ Signature: _____

RELEASE

I have authorized City of Gardner to investigate my character and ability to perform the job for which I am applying. In order to conduct this investigation, I understand that City of Gardner will make inquiries of my previous employers, schools and references. As such, I hereby authorize the provision of character, education and job performance information by my previous employers, schools and references to City of Gardner and release all parties from any liability related to the release of said information. The requested information may include, but it is not limited to:

- Dates of employment
- Position held
- Wages/Salary
- Reason for separation from company
- Disciplinary actions
- Course of study
- Verification of completion of degree
- Character reference information

Signature

Print Name

All requested information should be released City of Gardner upon receipt of a photocopy of this release, as if it were the original.