

CITY OF CARTERSVILLE

EMPLOYMENT APPLICATION

PERSONAL

Date: _____

Name: _____

Last
First
Middle

Address: _____

Number & Street
City
State
Zip

Are you eligible for employment in the U.S.A.? Yes _____ No _____

If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of 18? Yes _____ No _____

If not, hire is subject to verification that you are of minimum legal age.

Position[s] to which you are applying: _____

Were you previously employed by us? Yes _____ No _____ If yes, when? _____

If your application is considered favorably, on which date are you available to work? _____

Please list job-related experiences, skills, or qualifications which will be of special benefit to the job for which you are applying: _____

EDUCATION

School	Name & Address of School	Course of Study	Year Completed	Did You Graduate?	Diploma or Degree
High			1 2 3 4	Yes / No	
College			1 2 3 4	Yes / No	
Other [specify]			1 2 3 4	Yes / No	

EMPLOYMENT HISTORY



**Employer I: Name & Address of Company
& Type of Business**

From To Weekly Salary Reason for Leaving
 Mo. Yr. Mo. Yr. Starting Ending

	Mo.	Yr.	Mo.	Yr.	Starting	Ending	
Describe the work you performed.							
Telephone							
Supervisor's Name							

**Employer II: Name & Address of Company
& Type of Business**

From To Weekly Salary Reason for Leaving
 Mo. Yr. Mo. Yr. Starting Ending

	Mo.	Yr.	Mo.	Yr.	Starting	Ending	
Describe the work you performed.							
Telephone							
Supervisor's Name							

**Employer III: Name & Address of Company
& Type of Business**

From To Weekly Salary Reason for Leaving
 Mo. Yr. Mo. Yr. Starting Ending

	Mo.	Yr.	Mo.	Yr.	Starting	Ending	
Describe the work you performed.							
Telephone							
Supervisor's Name							

**Employer IV: Name & Address of Company
& Type of Business**

From To Weekly Salary Reason for Leaving
 Mo. Yr. Mo. Yr. Starting Ending

	Mo.	Yr.	Mo.	Yr.	Starting	Ending	
Describe the work you performed.							
Telephone							
Supervisor's Name							

I hereby give permission for City of Cartersville to contact the employers listed above, concerning my prior work experience as indicated below:

SIGNATURE: _____

Employer I: Yes _____ No _____ Employer III: Yes _____ No _____

Employer II: Yes _____ No _____ Employer IV: Yes _____ No _____

Name & Occupation

Address

Phone Number

Name & Occupation	Address	Phone Number

May we call you to follow up on this application at home? Yes _____ No _____

If yes, what is the best time to call? _____

May we call you to follow up on this application at work? Yes _____ No _____

If yes, what is the best time to call? _____

What is your business phone number? _____

Did a City of Cartersville Employee refer you? Yes _____ No _____

If yes, please provide the Employee's name: _____

We appreciate your interest in our organization and taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, prenatal status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to the information obtained from a consumer reporting agency including, but not limited to information regarding credit date, personal character, general reputation, and mode of living. This list however, if not exhaustive of the grounds on which discrimination is prohibited.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not and not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to hire me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has an authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

SIGNATURE OF APPLICANT: _____