



City of Winnsboro Application for Employment

We are an equal opportunity employer. We comply with all applicable Federal, State and Local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law or will any information obtained in response to any question be used in violation of any such law.

Employment Desired

Position Applied For:		Date available to Start:		Salary Desired:	
Are you currently employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, may we contact your employer?			
Have you applied with the City of Winnsboro in the past?		If so, please provide date(s):			
Have you ever been employed by the City of Winnsboro?		If so, please provide date(s):			
Are you legally authorized to work in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>				

Personal Information

Name:					
	LAST	FIRST	MIDDLE		
Address:					
Contact Phone Number:		Alternate Phone Number.:			
Email Address:					

Education Information

	Name and Location of School	No. of Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade or Business				
Special skills or areas of study				
Activities: (Civic, Athletic, Etc.)				
Military:				

Employment Experience

List current or most recent employment first. Include summer or temporary jobs. Use an extra sheet of paper if necessary.

Employer Name	Employer Address	Dates Employed	
		From	To
Reason For Leaving	Supervisor Name	Supervisor Phone Number	

Position Title and Duties

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Other Qualifications or Specialized Skills

Summarize all special job-related training, skills or qualifications acquired from employment or other experience. List equipment operated, computer software/hardware, and state any additional information helpful to us in considering your application.

References

Name	Address	Telephone Number

Have you ever been convicted of, or have you pleaded guilty or no contest to, a felony offense? Yes No

If your answer is yes to the above question, please explain in detail on a separate page, providing dates and nature of the offense, the name and location of the court, and the disposition of the case(s). Although a conviction may not disqualify you, a false statement may. **Note: We may require additional information related to convictions of misdemeanors.**

Do you speak a language other than English? If so, please provide other languages in which you are fluent. Yes No

Do you write in a language other than English? Yes No If so, please provide details.

Applicant's Statement

I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment, and I understand that any wrong or incomplete information on the form may disqualify me for further consideration for employment, or if discovered after I am hired, may be grounds for my immediate dismissal.

I understand that all such information is subject to verification by the City, and hereby give my consent to the City of Winnsboro to investigate my background and qualifications using any means, sources, and outside investigators at its disposal. I agree to undergo any type of drug and/or alcohol testing that the company may require at any time.

Finally, I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at will, and either I or the City may terminate my employment at any time, with or without notice or reason.

Applicant Signature:	Date:
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FOR OFFICE USE ONLY

Interview Arranged?	Hired?	Starting Date	Rate of Pay
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date: _____ Time: _____			

Approved By:	Title:	Date: