

City of Greenville
Greenville, Mississippi

Application for Employment

1. FOR POSITION OF _____ DATE _____

2. NAME _____ SOC. SEC. # _____

3. PRESENT ADDRESS _____ HOW LONG _____

4. PREVIOUS ADDRESS _____ HOW LONG _____

5. PHONE NUMBER _____ Driver's License # _____ State _____

6. EDUCATION: Give your complete educational history below:

Last Elementary or High School Attended	Name	Location	Ending Date
_____	_____	_____	_____

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Did you either graduate from High School or past High School Equivalency Test (GED)

Yes___ No___

If GED, Date Completed _____

Education Beyond High School	Name & Location	Attended From/To Mo. Yr.	Credits Hrs.	Did you Grad.	Major Subject	Degree Diploma
College Or Univ. Attended	_____	_____	_____	_____	_____	_____
Professional Or Other	_____	_____	_____	_____	_____	_____

7. List special skills, (typing, shorthand, heavy equipment operator, etc.)

8. MILITARY EXPERIENCE IN ARMED FORCES OF UNITED STATES

Branch _____

Dates of Service: From _____ To _____

9. **EMPLOYMENT HISTORY:** Please answer questions for each period of employment, including military service. Failure to give complete information may result in rejection of your application. Also, in completing this information begin with your present or last position. If more space is needed, use a continuation sheet. Include at least last fifteen (15) years.

(1) Month. /Yr. Firm _____ Last Salary _____

Name /Address

From _____ Supervisor _____ Your Position _____

To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(2) Month. /Yr. Firm _____ Last Salary _____

Name /Address

From _____ Supervisor _____ Your Position _____

To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(3) Month. /Yr. Firm _____ Last Salary _____

Name /Address

From _____ Supervisor _____ Your Position _____

To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(4) Month. /Yr. Firm _____ Last Salary _____

Name /Address

From _____ Supervisor _____ Your Position _____

To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

APPLICATION FOR EMPLOYMENT (CONTINUED)

10. Have you ever been employed by the City of Greenville Yes _____ No _____
If yes, when _____ What Dept. _____

11. Are you related by blood or marriage to any current city employee, elected official or appointed member to Park Commission or other city boards or commissions?

If yes, what is the employee's name? _____

What department, commission, or board is the employee affiliated with?

References: (do not include relatives)

NAME _____ CONTACT INFORMATION _____

NAME _____ CONTACT INFORMATION _____

NAME _____ CONTACT INFORMATION _____

I hereby authorize the release of information pertaining to previous/current employment, police records, driver's license records and any other information necessary to determine my suitability for the position for which I am applying.

I hereby acknowledge that I may be required to submit to a drug and alcohol test either pre-employment or during the course of my employment, if employed by the City of Greenville. I hereby, authorize the City of Greenville to release drug and alcohol test results to parties with a "need to know". I understand that the results of any drug and alcohol test may be used to determine my suitability for employment and/or continued employment with the City of Greenville.

I hereby release the City of Greenville and any third party, providing information pertaining to my suitability of employment with City of Greenville, from any liability in furnishing information requested by the City of Greenville.

All candidates for employment with the City of Greenville may request any necessary accommodations to participate in the application process.

All qualified applicants will be considered for vacancies without regard to race, color, religion, sex, or national origin. All applications will be kept on active file for six (6) months for employment consideration by this office.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am fully aware that any such willful misrepresentations, omissions, or falsifications may be grounds for immediate rejection or termination of employment

Applicant Signature

THE CITY OF GREENVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will be considered for vacancies without regard to race, religion, sex, or nation origin. All applications will be retained for employment use by this office for six (6) months. You may at any time after placement renew or update your application.