



APPLICATION FOR EMPLOYMENT

Our policy is to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, religion, creed, color, national origin, sex, marital status, age, genetics, status as a veteran or special disabled veteran or the presence of any physical, mental or sensory handicap.

Name _____ Date _____

Address _____

Telephone Number _____ Email Address _____

Are you 18 years or older? Yes ___ No ___

Have you ever been convicted of a felony? Yes ___ No ___ (Conviction will not necessarily disqualify an applicant) If yes, describe conditions: _____

Do you have the legal right to work and remain in the United States? Yes ___ No ___

If yes, can you produce evidence of U.S. citizenship or legal work status with three (3) days?

Yes ___ No ___

Can you perform the duties of the job which you are applying with or without reasonable accommodations? Yes ___ No ___

Education	Name & Location of School	Major	Diploma/ Degree	Other Remarks
High School				
College / University				
College / University				
Other Training				

Position applied for: _____

Wage or salary desired? \$ _____ Start Date: _____

Work History

Most recent employer	Address	Telephone
Date started	Starting Salary: \$ Per:	Starting Position
Date ended	Ending Salary: \$ Per:	Ending Position
Name of Supervisor		Title of Supervisor
Description of Duties		Reason for Leaving

Next most recent employer	Address	Telephone
Date started	Starting Salary: \$ Per:	Starting Position
Date ended	Ending Salary: \$ Per:	Ending Position
Name of Supervisor		Title of Supervisor
Description of Duties		Reason for Leaving

Next most recent employer	Address	Telephone
Date started	Starting Salary: \$ Per:	Starting Position
Date ended	Ending Salary: \$ Per:	Ending Position
Name of Supervisor		Title of Supervisor
Description of Duties		Reason for Leaving

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of Greenwood? Specify office equipment, machines, computers you can operate:

Give the names and addresses of three (3) persons, other than relatives, who have knowledge of your character, experience or ability:

NAME	ADDRESS/PHONE NO.	OCCUPATION
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EMPLOYEE STATEMENT

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at-will employment status nor does it create an employment contract.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements and answers to my questions. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment to be terminated.

I authorize former employers to release to the City of Greenwood or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluation my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that my appointment will be at the discretion of the department head, subject, to the approval of the Mayor and that this application is the property of the city and will become a part of my file if I am accepted for employment.

Signature of Applicant: _____ Date: _____

PRE-EMPLOYMENT DRUG/ALCOHOL TESTING CONSENT AND RELEASE FORM

I hereby consent to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis, as shall be determined by The City of Greenwood (Hereafter referred to as "The Company") in order to meet with their policy regarding the selection of applicants for employment.

I further authorize and give full permission to have the Company and/or its authorized agents and physicians to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company. I further agree to and hereby authorize the release of the results of said tests to the Company.

I understand that it is the current use of illegal drugs that would prohibit me from being employed at this Company.

I further agree to hold harmless the Company and its agents and physicians from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said testing in connection with the Company's consideration of my application of employment.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant:

Print Name: _____ S.S. #: _____

Signature: _____ Date: _____

Witness:

Print Name: _____ Signature: _____

Disclosure, Authorization and Consent For Pre-Employment Screening Report

I, _____, in connection with my application for employment with the City of Greenwood hereby authorize the Employer and any agent it authorizes to perform a pre-employment background screening check (including future screening for retention, promotion or reassignment if applicable unless revoked in writing.)

Please complete the information requested below:

Name: _____
 First Middle Last

Former Names: _____

Name as it appears on Driver's License: _____

Driver's License or I.D. Number _____

State of Issue: _____ Date of Birth: _____

I understand and agree to the following:

I understand that the employer may obtain a report, which consists of information having a bearing on job performance, and may include information from public and private sources, public records, courts, schools, former employers and references concerning my driving record, court records, workers compensation record, education, credentials, identify and previous employment.

I understand and release people, companies, references, current and former employers, schools, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or its authorized agents. I further release and hold harmless all of the above, including the employer, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting of information concerning me. I agree that a copy or fax of this document shall be valid as the original. I certify that the following facts and the information in my resume and/or application are true and correct.

I verify and affirm that all the information on this form is true and correct. Any false information or material omission is grounds to terminate the hiring process, or to terminate employment if it has started.

Signature: _____ Date: _____

THE CITY OF GREENWOOD IS AN EQUAL OPPORTUNITY EMPLOYER