

APPLICATION FOR EMPLOYMENT

The City of Westmoreland considers applicants for all positions without regard to race, color, religion, creed, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position Applied For:

Date of Application:

Last Name

First Name

Middle Name

Address

City

State

Zip

Telephone (Home/Cell)

Email Address

How did you learn about us?

Advertisement Friend Relative City Website

Other _____

Best time to contact you: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

YES NO

Have you ever filed an application with us before? YES NO
If so, when? _____

Have you ever been employed with us before? YES NO
If so, when? _____

Do any of your friends or relatives work here? YES NO
Name, relationship, department: _____

Are you currently employed? YES NO

May we contact your present employer? YES NO

Are you a U.S. citizen? YES NO
If not, can you submit verification that you are lawfully available for employment in this country? YES NO

Date available for work: _____

What is your desired salary range? _____

Are you available to work: _____
_____ Full Time 1st 2nd 3rd Shift
_____ Part Time 1st 2nd 3rd Shift
_____ Temporary
(Dates Available _____)

Are you currently on "layoff" status and subject to recall? YES NO

Can you travel if the job requires it? YES NO

Do you have a valid drivers license? YES NO
If yes: State _____ # _____

EDUCATION

School Name, City, State	Circle Highest Year Completed				Diploma/Degree
High School _____	9	10	11	12	_____
College _____	1	2	3	4	_____
Grad School _____	1	2	3	4	_____
Tech School _____	1	2	3	4	_____

EMPLOYMENT HISTORY

Start with the most recent employer. Even if you attach a resume, please fill in all sections.

Employer _____ Dates _____

Address _____ City/State _____

Phone Number _____ Supervisor _____

Job Title _____ Starting/Final Pay _____/_____

May we contact? YES NO Work Performed? _____

Reason for leaving? _____

Employer _____ Dates _____

Address _____ City/State _____

Phone Number _____ Supervisor _____

Job Title _____ Starting/Final Pay _____/_____

May we contact? YES NO Work Performed? _____

Reason for leaving? _____

Employer _____ Dates _____

Address _____ City/State _____

Phone Number _____ Supervisor _____

Job Title _____ Starting/Final Pay _____/_____

May we contact? YES NO Work Performed? _____

Reason for leaving? _____

Employer _____ Dates _____

Address _____ City/State _____

Phone Number _____ Supervisor _____

Job Title _____ Starting/Final Pay _____/_____

May we contact? YES NO Work Performed? _____

Reason for leaving? _____

Employer _____ Dates _____

Address _____ City/State _____

Phone Number _____ Supervisor _____

Job Title _____ Starting/Final Pay _____/_____

May we contact? YES NO Work Performed? _____

Reason for leaving? _____

**Please explain all gaps in employment.

Describe any specialized training, apprenticeship, and skills.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

Special Skills: Word Excel Outlook Type ___ WPM

10-key touch Other: _____

Are you able to perform the essential functions of the job with or without reasonable accommodations?

YES NO

Professional References (please do not list family members):

Name	Phone Number	Relationship	Years Known
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**Have you ever been convicted of any crime?
List the crimes and date of conviction**

**Have you ever been discharged from any branch of the armed forces of the United States of America
(including active duty, guard or reserve)?**

**If so, what was the nature of your discharge? Note: The Peace Officer Standards and Training (POST)
Commission requires copies of any DD214, DD215, and DD873's, and you will be required to submit them to the
city prior to being hired**

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the City of Westmoreland to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above-mentioned references from any and all liability for any damages that may result from information collected by the City. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____