

# City of Holbrook Employment Application

Directions: Read the recruitment bulletin or job description before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City service.

1. Position Applying For: \_\_\_\_\_

2. Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
First M.I. Last

3. Address: \_\_\_\_\_  
Street City State Zip Code

4. Phone: \_\_\_\_\_ Social Security: \_\_\_\_\_

5. Driver's License (Number, State, Class): \_\_\_\_\_

6. Are you a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If no, are you authorized to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

7. Have you ever worked for the City of Holbrook? \_\_\_\_\_ Yes \_\_\_\_\_ No

a. If yes, when and in what position? \_\_\_\_\_

8. Do you have a High School Diploma or G.E.D? \_\_\_\_\_ Yes \_\_\_\_\_ No

9. Education:

College/University	Major/Course of Study	Type of Degree	Completed

Trade/Technical School	Subject Studied	Type of Degree	Completed

10. Professional Registration(s), License(s), and/or Certification(s) related to this position:

Type	License Number	Date Received	Expiration Date

11. Special Training that relates to this position:

Type	Date Received

12. Computer software program(s) that relate to position:

Type

13. List equipment with which you are proficient in operating that relates to this position:

Equipment

14. May we contact our current employer if you are considered for hire/promotion?  Yes  No  
 If you answered No, please explain why. \_\_\_\_\_

\_\_\_\_\_

15. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?  
 Yes  No. If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

16. Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence?  
 Yes  No. If yes, provide charges, dates and locations: \_\_\_\_\_

\_\_\_\_\_  
 (Convictions will not automatically bar an applicant from employment. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.)

17. Employment and Military Record: Begin with your most recent position. List all jobs for the past ten years, paid or volunteers. (The Attachment may be copied, if necessary, to complete your employment history.)

Military Service	
Branch:	From: <span style="float: right;">To:</span>
Rank:	Type of Discharge:
If other than honorable, explain:	

Disclaimer and Signature
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that any false or misleading information in my application or any information omitted may result in rejection of my application or discharge from City service. In addition, I authorize the City to conduct all background checks necessary to verify the information contained in this application. I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.
Signature: <span style="float: right;">Date:</span>

## Employment Attachment

Company:		Phone:
Address:		Supervisor:
Job Title:	Salary:	
Responsibilities:		
From:	To:	Reason for Leaving
May we contact your previous supervisor?    Yes    No		
Company:		Phone:
Address:		Supervisor:
Job Title:	Salary:	
Responsibilities:		
From:	To:	Reason for Leaving
May we contact your previous supervisor?    Yes    No		
Company:		Phone:
Address:		Supervisor:
Job Title:	Salary:	
Responsibilities:		
From:	To:	Reason for Leaving
May we contact your previous supervisor?    Yes    No		
Company:		Phone:
Address:		Supervisor:
Job Title:	Salary:	
Responsibilities:		
From:	To:	Reason for Leaving
May we contact your previous supervisor?    Yes    No		
Company:		Phone:
Address:		Supervisor:
Job Title:	Salary:	
Responsibilities:		
From:	To:	Reason for Leaving
May we contact your previous supervisor?    Yes    No		