

## City of College Place Employment Application

The City of College Place is an equal opportunity employer and encourages applications from persons regardless of race, creed, color, sex, national origin, marital status, age or physical, sensory, or mental disability unless based upon occupational qualification.

### Position Desired:

**Instructions:** All questions require a printed or typewritten answer. If a question does not apply to you, print N/A. If the space is not sufficient, use a separate sheet of paper, preceding each answer with the question number. **DO NOT OMIT OR MISSTATE MATERIAL FACTS.** The statements made in this form are subject to verification.

**TYPE OR PRINT VERY PLAINLY WITH BLACK INK**

Name Last	First	Middle	Today's Date
Social Security No.	Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Available
Phone	Will VISA or Immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Salary Desired
Current Address			
In Emergency Notify		Emergency Phone	

### List previous addresses:

Street	City	State	ZIP Code	Dates of Occupancy: From	To

### EDUCATION RECORD

Highest Level of education completed

Grade Point Average

Name of School	Location	Years Attended	Did you graduate	Yr. Left School	Major Minor	Degree Received
High School						
College						
College						
Other						
Other						

### List five (5) references, other than relatives or present City of College Place employees, currently residing in the United States:

Name	Address	Phone

**Work History**

Employer		Employment Dates		Salary	Position
Name		From		Starting	Starting
Address		To		Ending	Ending
Supervisor	Reason for Leaving				
Employer		Employment Dates		Salary	Position
Name		From		Starting	Starting
Address		To		Ending	Ending
Supervisor	Reason for Leaving				
Employer		Employment Dates		Salary	Position
Name		From		Starting	Starting
Address		To		Ending	Ending
Supervisor	Reason for Leaving				

**US Military Service**

Branch	Date In	Date Out	Where Served	Specialty
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**Experience**

Adding Machine	Book Keeping	Typist	wpm	Library
Keypunch	Statistical Clerk	Shorthand	wpm	Supervision
Programming	Receptionist / Switchboard	Dictating Equipment		Word-processing
Office Machines	Other (Specify)			

I certify that the information given by me to (Employer) is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with (Employer's) interest or those of its clients nor will I become engaged in such activity or business if employed.

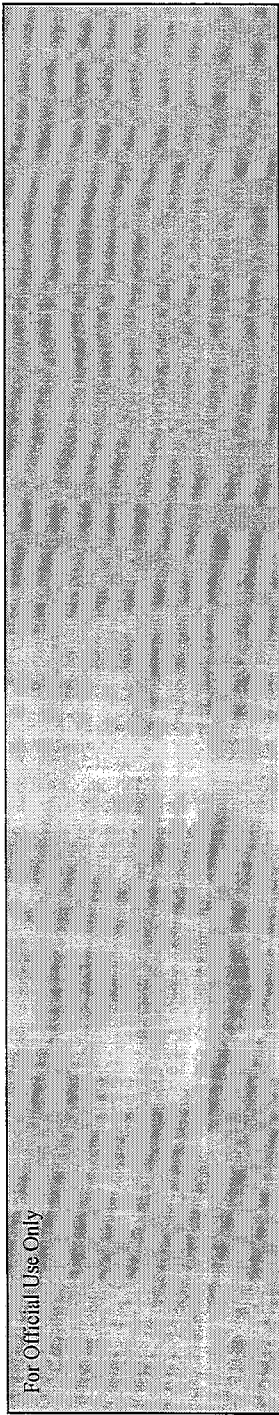
I authorize (Employer) to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release (Employer) from any liability for future references it may provide regarding work history at the city. I understand that an investigative consumer report may be obtained through personal interviews with my neighbors, friends or associates. If I am refused employment on the basis of such a report upon written request from me within a reasonable time, I have the right to a complete and accurate disclosure of the nature and scope of the investigations requested by (Employer).

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either (Employer) or myself. I understand that no representative of (Employer), other than the Mayor, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if (Employer) advances paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any City property the City is authorized to deduct from my wages sufficient funds to repay such loans or advances to replace its property.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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