

**Application for Employment
City of Gettysburg**

Please Print

Personal

Name: _____ Date: _____

Address: _____ SS#: _____

City: _____ State: _____ Zip Code: _____ Number: (____) _____

Position Desired: _____

Can you perform the essential functions of the position for which you are applying?

Yes [] No [] If no, please explain: (If you have any question as to what functions are applicable, please ask the interviewer before you answer this question.)

When would you be available to begin work? _____

Are you legally eligible to be employed in the United States? Yes [] No []

(Proof of identity and eligibility will be required upon employment.)

Are you over the age of 18 years? Yes [] No []

(If no, you may be required to provide authorization to work.)

Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? Yes [] No [] If yes, please explain: (A conviction will not necessarily result in the denial of employment.)

Have you ever worked for this Company before? Yes [] No []

If yes, where? _____

When? (Give dates) _____ Job Title: _____

Do you have any relatives or friends who work for the Company? Yes [] No [] If yes, who and where do they work?

Have you ever done any volunteer work? Yes [] No [] If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

Are you available to work: DAYS [] NIGHTS [] WEEKENDS [] FULL TIME [] If you cannot work full time please explain:

Days and Hours Available: (If employed, I will notify my supervisor in writing should my availability change.)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Are you presently employed? Yes [] No [] If yes, may we contact your employer? Yes [] No [] If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deal with the position for which you are applying? Yes [] No [] If yes, please explain and list offices held: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

Account for any full month since leaving school (high school or college) that you were not working:

From:	To:	Reason
Month/Year		
Month/Year		
Month/Year		

Education

	Name and Location of School	Course of Study	Number of Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? Yes [] No [] If yes, please describe:

List academic honors, extracurricular activities, offices held, et in high school or college:
(Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status, or disabilities.)

Employment (Start with your present or most recent position.)

Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed From: Month/Date/Year To: Month/Date/Year		Pay Rate Beginning Final	
Describe the Work Performed:			
Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed From: Month/Date/Year To: Month/Date/Year		Pay Rate Beginning Final	
Describe the Work Performed:			
Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State, & Zip)		Supervisor's Name and Title	
Dates Employed From: Month/Date/Year To: Month/Date/Year		Pay Rate Beginning Final	
Describe the Work Performed:			

Use additional sheet of paper if more space is necessary.

Personal References (Give three individuals – not relatives or employers)

Name:	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number
Name:	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number
Name:	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number

Applicants will receive consideration for positions, without regard to race, color, religion, age, sex, except where sex is bonafide occupational qualification, sexual orientation, marital status, individuals with disabilities, and equally to disabled Veterans and Veterans of the Vietnam Era.

Important, Please Read and Sign:

I understand that failure to reveal any prior employer, or giving false or misleading information by me on any part of this Application for Employment can be grounds for termination from the company and its' subsidiaries. I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

Signed: _____