



Application for Employment

Position Applied For: _____

Name _____
 Last First Middle

Current Street Address _____
 P.O. Box or Street

City State Zip

Phone _____ Social Security No. _____

Education and Training

Circle highest year completed 1 2 3 4 5 6 7 8 9 10 11 12 GED 13 14 15 16 17 18 19

Type of School	Name/Address	Major Subject	Degree	Last Attended
High School				
College				
College				
Graduate School				
Business, Vocational, Trade or Other				
Describe any job related training received in the U.S. Military				

Driver's License No. _____ State _____ Expiration _____

Do you wish to claim veteran's preference? _____ Yes _____ No

If so, please attach a copy of DD Form 214 or other proof of discharge.

Note: Veteran's preference points are allowed only in civil service positions.

Describe any specialized training, apprenticeships, skills and extra curricular activities. Include all professional licenses, certificates or registrations you hold. Include expiration date(s) and issuing state(s).

Have you been convicted of any offense other than minor traffic violations within the last seven years? Yes _____ No _____

If yes, explain below. Such conviction(s) may be relevant if job related, but does not necessarily bar you from employment.

Employment History

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comment section. Additional employment may be listed if relevant.

Employer	Telephone ()	Dates Employed		Immediate Supervisor and Title
		From	To	
Address				Reason for Leaving
		Hourly Rate/Salary		
Job Title		Starting	Ending	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later

Summarize the nature of the work performed and job responsibilities _____

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Summarize the nature of the work performed and job responsibilities _____

Comments (including explanation of any gaps in employment) _____

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Address	Telephone	Years Known
		()	
		()	
		()	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

Signature of Applicant _____ **Date** _____

Attach any additional information or job related skills you would like us to consider. The City of Cheney is a drug free, Equal Opportunity Employer.