CITY OF TUSKEGEE
EMPLOYMENT APPLICATION

PRINT IN INK OR TYPE. COMPLETE CAREFULLY & IN FULL

RÉSUMÉ MAY BE ATTACHED, BUT WILL NOT SUBSTITUTE FOR COMPLETION OF APPLICATION

The City of **Tuskegee** is an Equal Opportunity Employer. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, age, religion, color, national origin, disability, or veteran status.

NAME (Last) (First) (Middle)	SOCIAL SECURITY NO.
Any other name, such as nicknames, maiden name, or assumed name, needed to verify the contents of this application.	HOME PHONE ( )
ADDRESS (Number and Street)	ALTERNATE PHONE ( )
CITY STATE ZIP CODE	E-MAIL ADDRESS
POSITION DESIRED Have you reviewed the job description? ☐ Yes ☐ No	TYPE OF EMPLOYMENT PREFERRED (please check only one) ☐ Regular/Full-Time ☐ Regular/Part-Time ☐ Temporary/Full-Time ☐ Temporary/Part-Time

Have you been previously employed with the City of **Tuskegee?** ☐ Yes ☐ No If yes, list the dates of employment _____

Title _____ Department _____ Who was your supervisor? _____

EDUCATION	**Circle Year Completed**	**Major**	**Are you currently enrolled?**	**Degree Obtained**
High School	Fr. ☐ So. ☐ Jr. ☐ Sr. ☐ GED ☐		Yes ☐ No ☐	
Junior College	Fr. ☐ So. ☐ Jr. ☐ Sr. ☐		Yes ☐ No ☐	
College	Fr. ☐ So. ☐ Jr. ☐ Sr. ☐		Yes ☐ No ☐	
Graduate or Vocational School			Yes ☐ No ☐	

EMPLOYMENT HISTORY - List entire employment history, starting with your present employer (attach additional sheets if necessary).

Company Name: _____ Address: _____ City / State / Zip: _____ Phone #: _____	Position: _____ Supervisor's name: _____ Dates Employed From: _____ To: _____	Last Pay Rate: _____ Hours Per Week: _____ Reason for Leaving: _____
Company Name: _____ Address: _____ City / State / Zip: _____ Phone #: _____	Position: _____ Supervisor's name: _____ Dates Employed From: _____ To: _____	Last Pay Rate: _____ Hours Per Week: _____ Reason for Leaving: _____
Company Name: _____ Address: _____ City / State / Zip: _____ Phone #: _____	Position: _____ Supervisor's name: _____ Dates Employed From: _____ To: _____	Last Pay Rate: _____ Hours Per Week: _____ Reason for Leaving: _____

May we contact the employers listed above? ☐ Yes ☐ No If not, please indicate which one(s) you do not want us to contact _____

Briefly describe major duties of positions previously held and further details of qualifications. _____

PROFESSIONAL REGISTRATION, LICENSES, OR ACCREDITATION

_____

_____

OTHER INFORMATION AND SKILLS

☐ Typing WPM _____ Microsoft Office Proficiency Level: ☐ Beginning ☐ Intermediate ☐ Advanced

☐ Multi-line Telephone Computer Software Used _____

Drivers License Number and State: _____

Shop and Outdoor Equipment Used: _____

Other Equipment, Skills or Aptitudes: _____

Have you ever been discharged or forced to resign from employment? ☐ Yes ☐ No If yes, give name of employer(s) and reason(s) _____

_____

_____

Name of Relative(s) employed by the City of **Tuskegee.**

_____ Relationship _____

Have you ever been convicted of a crime (felony or misdemeanor including DUI) other than minor traffic citations? ☐ Yes ☐ No
If yes, give details (note: A criminal record is not necessarily a bar to employment. Each applicant is considered on an individual basis.)

_____

U.S. MILITARY	Branch of Service	Dates From To	Rank
Describe any training that you feel is relevant:			Type of Discharge:

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment.

Applicant's Agreement:
I hereby state that the information given by me on this form and in any interview is certified to be true and complete. I understand that this information is subject to verification, and that if this information is later found to be untrue, incomplete, or misrepresented in any way, this will be cause for rejection of my application or, if already employed, for immediate dismissal. I also understand the the **City of** Tuskegee may investigate my driving record and my criminal record, and that a background investigation, including a credit check, may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, and personal characteristics. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I understand that the **City of** Tuskegee reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during employment to the extent permitted by law. I understand that the Employer's acceptance of this application does not indicate there are any positions open and does not in any way obligate the **City of** Tuskegee Job applicants are required to submit to drug testing at or near the final stage of the hiring process. Any offer of employment will be conditional upon a negative drug test result. I understand that anything brought to or removed from the premises of the **City of** Tuskegee is subject to search at the City's election and I consent to such search. Specifically, I authorize the City, in its discretion, to search my desk, locker, or other areas for contraband in such circumstances when the City deems such search necessary or appropriate.

I understand that this application will be given every consideration, but it is not a promise of employment. I further understand that if I am hired my employment will be for no definite period, regardless of the period of payment of my wages. I understand that I have the right to terminate my employment at any time, with or without notice, and the **City of** Tuskegee has the same right. No one other than the City Manager of the **City of** Tuskegee has the authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

Applicant's Release:
I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar's or Placement Office of all educational institutions attended to release an official copy of my transcript if requested. In addition, I authorize any law enforcement jurisdiction to release any information requested regarding my background to the City of **Tuskegee.**

Selective Service Certification:
I certify that I comply with the provisions of the United States Military Service Act (50 U.S.C. App 453) by having registered with the Selective Board or that I am not required by law to register.

APPLICANT'S SIGNATURE _____ **DATE** _____

DO NOT WRITE BELOW THIS LINE

TEST RESULTS _____

_____

CONSUMER CREDIT REPORTING REFORM ACT OF 1996
DISCLOSURE STATEMENT
WAIVER STATEMENT

In compliance with the FCRA amendments known as the Consumer Credit Reporting Reform Act of 1996, the City of **Tuskegee** is responsible for obtaining signed disclosure and waiver statements from applicants before obtaining consumer reports. These statements will only be used if you are tentatively selected for a position with the City of **Tuskegee.**

City of Tuskegee

Fair Credit Reporting Act (FCRA) Disclosure Statement

"By this document, the City of **Tuskegee** discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Please sign below to signify receipt of the foregoing disclosure."

_____
Candidate Signature

_____
HR or ASEO Representative

_____
Date

City of Tuskegee

Fair Credit Reporting Act (FCRA) Waiver Statement

"This shall authorize the procurement of a consumer report by the City of **Tuskegee** as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for the City of **Tuskegee** to procure consumer reports at any time during my employment period."

_____
Candidate Signature

_____
HR or ASEO Representative

_____
Date

VOLUNTARY EMPLOYMENT SURVEY

In compliance with Local, State and Federal regulation, the City of **Tuskegee** is responsible for developing a monitoring system to evaluate its selection and hiring practices. Although doing so is voluntary on your part, we are asking that you complete this survey to help us evaluate our efforts as an Equal Opportunity employer. The information you provide will be kept confidential and will be used ONLY to monitor our equal employment opportunity efforts and to furnish necessary information for governmental reports. This survey form will be kept separate from all other application forms, and refusal to provide this information will not subject you to any adverse treatment. We appreciate your cooperation.

PLEASE PRINT OR TYPE.

NAME_____
(Last) (First) (Middle)

ADDRESS_____
(Number and Street) (City) (State) (Zip Code)

SOCIAL SECURITY NUMBER_____ DATE OF BIRTH_____

SEX: POSITION APPLYING FOR_____

- ☐ Male
- ☐ Female

RACE:

- ☐ White, not of Hispanic Origin
- ☐ Black, not of Hispanic Origin
- ☐ Asian or Pacific Islander
- ☐ Indian or Alaskan Native
- ☐ Hispanic

CHECK WHERE YOU LEARNED ABOUT THIS JOB:

- ☐ Walk In
- ☐ Internet
- ☐ State Employment Office
- ☐ Answer to Newspaper Ad (Please indicate which newspaper.) _____
- ☐ Answer to Professional Journal Ad (Please indicate which professional journal.) _____
- ☐ Other _____

_____ _____
Signature of Applicant Date

NOTICE:
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APPLICANT'S NAME: _____

COMPUTER SKILLS:

Level (Check X)

	Beginning	Intermediate	Advanced
• MSWRD			
• EXCEL			
• POWERPOINT			
• Other Software Packages (List below)			
-			
-			
-			

Typing speed: _____WPM

ACCOUNTING SKILLS:

List formal Accounting Courses taken: _____

_____

_____

Other experience (i.e., payroll, GL., etc.):

_____

_____

AUHTORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I, _____, do hereby authorize any Police Officer of the City of Tuskegee or any other authorized representative bearing this release, within one year of this date, to obtain any information or records from your files pertaining to my employment, military and educational records. I further state that I will not hold you, your firm, or its officers liable for release of this information.

CITY OF TUSKEGEE, ALABAMA

_____ _____

Signature of Applicant Date

_____

Social Security

_____

Signature of Person Receiving Information