

CITY OF TUSKEGEE EMPLOYMENT APPLICATION

PRINT IN INK OR TYPE; COMPLETE CAREFULLY & IN FULL



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, religion, color, national origin, disability, or veteran status.

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

We E-Verify!

Failure to respond to all questions/statements will result in an incomplete application

Date: _____ Social Security Number: _____ - _____ - _____

Name: _____

Last

First

Middle

Date of Birth (mm/dd/yyyy): _____ Age: _____ Gender: _____

Home Number: _____ Cell Phone Number: _____

Email: _____

Address: _____

Street

City/State

Zip Code

Emergency Contact

Name: _____ Relationship: _____

Home Number: _____ Cell Phone Number: _____

Email: _____

Education

Student Status: High School College

Classification: Freshman Sophomore Junior Senior

School/College: _____

Major/Minor (college students only): _____

Career Goals & Interests

Work Experience

Please list the most previous employer first:

Employer: _____

From (Month/Year) _____ To (Month/Year) _____

Title: _____

Duties: _____

Employer: _____

From (Month/Year) _____ To (Month/Year) _____

Title: _____

Duties: _____

Employer: _____

From (Month/Year) _____ To (Month/Year) _____

Title: _____

Duties: _____

Accommodation

Do you have a disability that would require an accommodation? If so, please explain:

Skills & Experience

Please check all that apply:

- | | | |
|--|--|--|
| <input type="checkbox"/> Computers/Technology | <input type="checkbox"/> Fixing Things/Tools | <input type="checkbox"/> Phones/Reception |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Office Equipment | <input type="checkbox"/> Planning/Organizing |
| <input type="checkbox"/> Other skills (i.e.: landscaping, simple tools, graphic design, etc.): | | |
-

Applicant Interest Profile

Have you ever participated in the Summer Program? Yes No

If yes, what year and in what department did you work? _____

Describe your work experience, where you have worked before, including odd jobs and volunteer work:

Please check all the fields that interest you:

- | | |
|---|--|
| <input type="checkbox"/> Aerospace | <input type="checkbox"/> Hospitality/Tourism |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Human Services/Youth Outreach |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Law, Public Safety, Corrections, Security |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health Sciences | <input type="checkbox"/> The Arts |
| <input type="checkbox"/> Computers/Information Technology | <input type="checkbox"/> Business Management & Administration |
| <input type="checkbox"/> Education | <input type="checkbox"/> Skilled Trades (carpenter, welder, etc.) |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Agriculture, Food, Natural Resources |

Other Data

How did you hear about this program/opportunity?

- | | |
|---|---|
| <input type="checkbox"/> Friend | <input type="checkbox"/> School |
| <input type="checkbox"/> Tuskegee Newspaper | <input type="checkbox"/> City of Tuskegee website |
| <input type="checkbox"/> Church | <input type="checkbox"/> Other _____ |

<p>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 conditions I 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 like, 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.</p>	<p>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 .</p> <p>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.</p>
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Applicant's Full Name (Print): _____

X Signature of Applicant: _____

Date: _____

Applicant's Last 4 of SSN: _____

I, _____, certify that I am the parent/guardian of the minor whose name appears above, and hereby give my consent for the minor to participate in the youth employment programs administered by the City of Tuskegee Summer Youth employment Program (SYEP) from the date on the bottom of this consent form until such time the minor is no longer eligible to participate in youth employment programs or I revoke this consent in writing. I further certify that all of the information contained within the minor's application is correct and true and that understanding that this photograph/interview or portions may be used by the City of Tuskegee and its partner organizations to describe, promote, and publicize its programs. I agree to participate in this project without financial claims, as well as from any liability, arising from the use of said photograph/interview. I understand that by signing this form and enrolling my child in programs offered by the City of Tuskegee I consent to the release of certain education records related to my child to the City of Tuskegee as of the date by my signature below for the purpose of verifying that my child is eligible for its programs and will safeguard it against further disclosure. I further understand that I have a right to inspect, review, and challenge any of my child's education records and that I may request a copy of the records to be released to the City of Tuskegee pursuant to this consent by contacting the registrar or other responsible school official at my child's school. Further, I understand that by enrolling my child in the programs offered by the City of Tuskegee that they may contact my child's school for up to two years after their participation to obtain certain education records showing their progress, including my child's enrollment status, grade, test scores, suspensions, and attendance data and that the City of Tuskegee may survey or interview my child about its programs and to track general group trends. Individual responses will not be made public and neither my child's name nor any identifiers will be used in any report. Further, I understand that participation in any of the City of Tuskegee's evaluation activity is completely voluntary and my child may withdraw at any time with no consequences and may opt-out of participating in the evaluation by emailing enorris@tuskegeealabama.gov or by contacting the City of Tuskegee via the contact information included on this form.

I grant permission for my child/ward to be photographed under the auspices of the Summer Youth Employment Program. Yes No

I grant permission for my child/ward to be transported, if needed, under the auspices of the Summer Youth employment Program. Yes No

Parent/Guardian Name: _____

Relationship to Applicant: _____

X Signature of Parent/Guardian: _____

Date: _____

COT HR USE ONLY

Application Received _____