

City of Palmetto

509 Toombs Street
 P.O. Box 190
 Palmetto, Georgia 30268
 (770) 463-3377

Employment Application

Please print or type application, giving complete answers to questions which apply to you.

Because of our sincere interest in your qualifications, it is desirable to have your complete background and work history. A clear understanding of your interests, ambitions and abilities will aid us in considering you for the position that best meets your qualifications. We appreciate your interest in the City and will be happy to explore with you the possibilities of joining us.

Position(s) applying for:	Internal use only. Do not write in this space.			
	Date	Ex.	Ed.	T.
1.				
2.				
3.				

Name Last First Middle Date

Home telephone Business telephone

Address

If you are recorded by previous employers under another name please indicate the name.

Have you filed an application here before? Date

Have you ever been employed here before? Date

Are you permitted to work in the United States?

Do you have a current Georgia driver's license? Number Class

*Convictions will only be given consideration if the offenses are substantially related to the particular job you are applying for.

Have you ever been convicted of a felony? If yes, please give date and explain conviction.

Do you have relatives working for the city? If yes, whom?

Please indicate how you learned of this position?

Advertisement Relative or friend Job vacancy announcement Other (specify)

Educational Record

Circle last grade of school completed: 1 2 3 4 5 6 7 8 9 10 11 12

Type of school	Name of school	Address	Major course or subject	Degree
High school				
College or university				
Tech; trade or business school				
Correspondence school				

Outline pertinent experience and attainments achieved through your education, such as concentration, interests, and activities.

What special skills and qualifications do you have?

Military Service Record (optional)

Date of discharge	Type of discharge	Rank or grade
Active duty from	to	Branch of service
Nature of duties		

Employment Record

Present employer	Telephone	
Address		
Type of business		
Starting date	Starting title	Starting salary
Present date	Present title	Present salary
Starting duties		
Present duties		
Last immediate supervisor's name and title		
What do you like best about this job?		
What do you like least about this job?		
Reason for leaving		
May we contact your present employer without jeopardizing your position?		

Previous employer

Telephone

Address

Type of business

Starting date

Starting title

Starting salary

Ending date

Ending title

Ending salary

Starting duties

Ending duties

Last immediate supervisor's name and title

What did you like best about this job?

What did you like least about this job?

Reason for leaving

Previous employer

Telephone

Address

Type of business

Starting date

Starting title

Starting salary

Ending date

Ending title

Ending salary

Starting duties

Ending duties

Last immediate supervisor's name and title

What did you like best about this job?

What did you like least about this job?

Reason for leaving

If more than three previous employers, list others here.

Employment date		Company and address	Position or type of work	Salary or wage	Reason for leaving
from	to				

Thank you for completing this application form and for your interest in employment with us. We would like to ensure that your opportunity for employment with the City will be based only on your merit and on no other consideration. Occasionally the form of an application blank may make it difficult for you to adequately summarize your complete background. To assist us in considering you for the proper position, you may use the space below to summarize additional information or to more fully describe your qualifications.

Please read carefully.
Applicant's certification and agreement.

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

Applicant's signature

Date

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