



# CITY OF SUMMERVILLE, GEORGIA EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

Date Available For Employment: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Referred By: \_\_\_\_\_

**PERSONAL INFORMATION:** \_\_\_\_\_

NAME: \_\_\_\_\_ SSN# \_\_\_\_\_

ADDRESS: # Street City State Zip Code

TELEPHONE NUMBERS: (H) \_\_\_\_\_ (CELL) \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_

Have you ever been employed under another name? \_\_\_\_\_ If so, what name(s) \_\_\_\_\_

Do you have any relatives currently employed by the City? \_\_\_\_\_ If so, what is their name(s)? \_\_\_\_\_

Do you speak any foreign languages? \_\_\_\_\_ If so, which? \_\_\_\_\_

Do you have a legal right to work in the United States? \_\_\_\_\_

Are you 18 years of age or older? \_\_\_\_\_ Have a valid Driver's License? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Do you have any military experience pertinent to this position? \_\_\_\_\_

If so, what? \_\_\_\_\_

Have you ever been convicted a crime? \_\_\_\_\_ Date(s): \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TECHNICAL/ BUSINESS				

Degrees Received: \_\_\_\_\_

Special Training: \_\_\_\_\_

**WORK EXPERIENCE**

(Please complete this employment section to cover a minimum of the last five (5) years of employment)  
 MOST RECENT EMPLOYER LISTED FIRST

DATE/YEAR	EMPLOYER NAME & ADDRESS	SALARY P/HOUR	POSITION	REASON FOR LEAVING
FROM: TO:				
FROM: TO:				
FROM: TO:				
FROM: TO:				

SPECIAL SKILLS: \_\_\_\_\_

AWARDS OR ACCOMODATIONS: \_\_\_\_\_

May we contact your present employer for verification? \_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY** The City of Summerville is an Equal Opportunity Employer. Employees are encouraged to make the most of their talents, abilities, and experience while performing their duties for the City of Summerville. Fair employment practices maintained throughout The City's operations are designed to prevent discrimination on the basis of race, creed, color, religion, sex, sexual preference, national origin, age, disability, marital or veteran status, or any other basis prohibited by law.

**DRUG AND ALCOHOL TESTING** The City of Summerville is responsible for maintaining a safe workplace environment for all its employees and guests. Any employee who is under the influence of drugs or alcohol while at work may jeopardize that fact. Therefore, random testing for drugs and/or alcohol is necessary to insure that The City offices are safe and are a positive reflection of The City.

**BACKGROUND:**  
 I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I authorize and give my consent to the release of my educational records, criminal and/or traffic record, if any, by the Sheriff's Department or local police. I hereby waive, release and surrender any and all claims that I may have against the City of Summerville, its officers, employees and agents, as well as the Police, Sheriff's Department, educational institutions, or other organizations, in connection with the release of these records.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWER(S):	DATE
CANDIDATE QUALIFIED FOR POSITION:	YES: NO:
HIRE: YES: NO:	DATE OF HIRE:
POSITION:	STARTING WAGE:
APPROVED CITY MANAGER:	DATE: