



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: