



**EMPLOYMENT HISTORY**

In the following spaces give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, attach a supplementary sheet.

1.	Employer	Employed	Starting Position
	Address	From _____ Mo./Yr.	Last Position
	Telephone	To _____ Mo./Yr.	Other Positions Held
Starting Salary	Final Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

2.	Employer	Employed	Starting Position
	Address	From _____ Mo./Yr.	Last Position
	Telephone	To _____ Mo./Yr.	Other Positions Held
Starting Salary	Final Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

3.	Employer	Employed	Starting Position
	Address	From _____ Mo./Yr.	Last Position
	Telephone	To _____ Mo./Yr.	Other Positions Held
Starting Salary	Final Salary	Immediate Supervisor	
Duties			
Reason for Leaving			

**ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY**

(In responding to these inquiries, continue on a separate sheet if you require additional space.)

1. May we contact your present employer?  Yes  No      Previous employers?  Yes  No  
Please identify any exceptions and reasons for not contacting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used?  Yes  No      If "yes" identify name(s) and relevant dates.  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been dismissed or forced to resign from any employment?  Yes  No      If "yes", please explain.  
\_\_\_\_\_  
\_\_\_\_\_

4. Except for vacations and holidays, how many work days were you absent during the past calendar year?  
 0 - 5 days       5 - 10 days       10 - 15 days       15 - 20 days       21 + days  
 During the prior year?  
 0 - 5 days       5 - 10 days       10 - 15 days       15 - 20 days       21 + days

Comments: \_\_\_\_\_

## Certification and Agreement

### **Read Carefully Before Signing**

I understand and Agree That:

1. Any misrepresentation or omission of facts in my application or any attachments to my application may result in refusal of employment or if employed, termination from employment.
2. It is my understanding that City of Preston will make a thorough investigation of my work, educational and personal history and may verify all data given in my application, related papers or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City of Preston, and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may result in refusal of employment, or if employed, termination from employment.
3. I further understand that Preston City can change wages, benefits and/or working conditions at any time and that I may be required to work overtime or on week ends.
4. I understand that Preston City may, from time-to-time, establish rules, regulations, policies and/or disciplinary procedures, some of which may be reduced to writing. In consideration of my employment, I agree to conform to all applicable rules, regulations, policies and/or disciplinary procedures of the City of Preston and/or any department thereof. I understand that those rules, regulations, policies, and/or disciplinary procedures are not intended by Preston City to create obligation of continued employment.
5. I understand that this document is an application for employment and continued employment is not being offered. I hereby understand and agree that my employment, both during and after my ninety (90) day orientation period, is for an indefinite period and that nothing in this application or any other company document shall be deemed to create any contract of continued employment between me and Preston City. I further understand that my employment can be terminated at will at any time by myself or the company for any or no cause. I understand that employment beyond my ninety (90) day orientation period or employment for a number of years shall not result in any heightened expectation of continued employment. I understand and agree that any statements to the contrary, whether oral or written, are expressly disavowed and are not to be relied upon by me. I further understand that no representative of Preston City has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing except in a written document signed by the Mayor of the City of Preston.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL INFORMATION**

( In responding to these inquiries, continue on a separate sheet if you require additional space.)

- 1. If employment is offered, can you submit in accordance with the Immigration Reform and Control Act of 1986 a birth Certificate, social security card, certificate of U.S. citizenship or verification of your legal right to work in the U.S.?     Yes     No
  
- 2. Are you over 18 years of age?     Yes     No
  
- 3. Have you been convicted of a felony in the last 10 years?     Yes     No    (an affirmative response will not automatically disqualify you from being considered as a candidate for employment.) If "yes", please explain \_\_\_\_\_  
\_\_\_\_\_
  
- 4. Are you available to work any shift?     Yes     No    Any day of the week     Yes     No
  
- 5. Are you willing to work overtime as required     Yes     No     Not Applicable
  
- 6. If the position you are applying for requires a valid driver's license, do you have one?     Yes     No

IN CASE OF EMERGENCY OR ACCIDENT, whom shall we notify?

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Business Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

**INTERVIEW RESULTS (Interviewer name and comments)**

Large empty rectangular area for interview results and comments.

**EMPLOYMENT RECORD (For Office Use Only)**

Supervisor	Social Security #	Date of Birth
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