



City of Avoca

## Application for Employment

*The City of Avoca is an Equal Opportunity Employer and does not discriminate based on race, religion, sex, age, national origin, marital status, sexual orientation, disability, or any protected status. If you require accommodation during the selection process due to a disability, please notify the City Clerk's Office, and appropriate accommodation will be provided.*

### PLEASE PRINT OR TYPE

#### Applicant Information

Position applying for \_\_\_\_\_ Home Phone \_\_\_\_\_

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Are you eligible to work in the U.S.? ☐Yes ☐No

Date Available to start work? \_\_\_\_\_

Availability: ☐Full-time ☐Part-time ☐Seasonal

Can you work any shift? ☐Yes ☐No

Can you work overtime, including weekends? ☐Yes ☐No

Can you travel if a job requires it? ☐Yes ☐No

Are you able to perform the essential functions of the job for which are you applying, with or without a reasonable accommodation? ☐Yes ☐No

List below any relatives, including those by marriage or adoption, currently employed by the City			
Name of Relative	Relationship	Department	Position

#### Licenses & Certifications

Do you hold a Commercial Driver's License (CDL)? ☐Yes ☐No

If yes, Class: ☐A ☐B ☐C Endorsement(s) \_\_\_\_\_

Operator's License: ☐A ☐B ☐C

List any relevant licenses, certifications, or qualifications related to the position:


## EDUCATION

Highest Level Completed: ☐ High School/GED ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Other:

List all schools attended beyond high school and their location	Credits completed	Type of degree earned	Course of Study

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability of this position.

## REFERENCES

Give the name, address and phone number of three references who are not related to you and are not previous employers

Name	Address	Phone #

## EMPLOYMENT HISTORY

Please complete this section even if you attach a resume. List your work experience, including military and/or volunteer.

Employer	Immediate Supervisor	May we contact for reference?
Address		Phone
Job Title: _____	From: Mo ____ Yr ____ To: Mo ____ Yr ____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Ending salary/hourly rate		
Description of job duties:		
Reason for leaving:		

**EMPLOYMENT HISTORY** (Continued)

Employer	Immediate Supervisor	May we contact for reference?
Address		Phone
Job Title: _____	From: Mo ____ Yr ____ <input type="checkbox"/> Full -time <input type="checkbox"/> Part-time To: Mo ____ Yr ____	Ending salary/hourly rate
Description of job duties:		
Reason for leaving:		

Employer	Immediate Supervisor	May we contact for reference?
Address		Phone
Job Title: _____	From: Mo ____ Yr ____ <input type="checkbox"/> Full -time <input type="checkbox"/> Part-time To: Mo ____ Yr ____	Ending salary/hourly rate
Description of job duties:		
Reason for leaving:		

I certify that all the information provided in this application is accurate and complete. I understand that any misrepresentation, falsification or omission may result in disqualification or termination if hired. I authorize the City of Avoca to verify all information provided, including employment history, education, and other relevant records.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR PERSONNEL DEPT. USE ONLY**

Application:

☐ ACCEPTED

☐ REJECTED

Reason for rejection:

☐ EXPERIENCE

☐ LATE APPLICATION

☐ EDUCATION

☐ INCOMPLETE APPLICATION

☐ REQ. DRIVER'S LICENSE

☐ OTHER (specify): \_\_\_\_\_

Reviewer's comments:

Job Title: \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

Reviewer's initials: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_