

City of Greenville
Greenville, Mississippi

Application for Employment

1. FOR POSITION OF _____ DATE _____

2. NAME _____ SOC. SEC. # _____

3. PRESENT ADDRESS _____ HOW LONG _____

4. PREVIOUS ADDRESS _____ HOW LONG _____

5. PHONE NUMBER _____ Driver's License # _____ State _____

6. EDUCATION: Give your complete educational history below:

| Last Elementary or High School Attended | Name | Location | Ending Date |
|---|-------|----------|-------------|
| _____ | _____ | _____ | _____ |

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

Did you either graduate from High School or past High School Equivalency Test (GED)

Yes ___ No ___

If GED, Date Completed _____

| Education Beyond High School | Name & Location | Attended From/To Mo. Yr. | Credits Hrs. | Did you Grad. | Major Subject | Degree Diploma |
|------------------------------------|-----------------|--------------------------------|-----------------|------------------|------------------|-------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ |

College
Or
Univ. Attended

Professional
Or
Other

7. List special skills, (typing, shorthand, heavy equipment operator, etc.)

8. MILITARY EXPERIENCE IN ARMED FORCES OF UNITED STATES

Branch _____

Dates of Service: From _____ To _____

9. **EMPLOYMENT HISTORY:** Please answer questions for each period of employment, including military service. Failure to give complete information may result in rejection of your application. Also, in completing this information begin with your present or last position. If more space is needed, use a continuation sheet. Include at least last fifteen (15) years.

(1) Month. /Yr. Firm _____ Last Salary _____
Name /Address _____
From _____ Supervisor _____ Your Position _____
To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(2) Month. /Yr. Firm _____ Last Salary _____
Name /Address _____
From _____ Supervisor _____ Your Position _____
To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(3) Month. /Yr. Firm _____ Last Salary _____
Name /Address _____
From _____ Supervisor _____ Your Position _____
To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

(4) Month. /Yr. Firm _____ Last Salary _____
Name /Address _____
From _____ Supervisor _____ Your Position _____
To _____

Brief of Description of Job Duties:

Reason for Leaving: _____

APPLICATION FOR EMPLOYMENT (CONTINUED)

10. Have you ever been employed by the City of Greenville Yes _____ No _____
If yes, when _____ What Dept. _____

References: (do not include relatives)

NAME _____ CONTACT INFORMATION _____

NAME _____ CONTACT INFORMATION _____

NAME _____ CONTACT INFORMATION _____

I hereby certify that this application contains no willful misrepresentations or falsifications, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any misrepresentation or falsification, my eligibility for the position I am seeking may be revoked.

I hereby authorize the release of information pertaining to previous/current employment, police records, driver’s license records and any other information necessary to determine my suitability for the position for which I am applying.

I hereby acknowledge that I may be required to submit to a drug and alcohol test either pre-employment or during the course of my employment, if employed by the City of Greenville. I hereby, authorize the City of Greenville to release drug and alcohol test results to parties with a “need to know”. I understand that the results of any drug and alcohol test may be used to determine my suitability for employment and/or continued employment with the City of Greenville.

I hereby release the City of Greenville and any third party, providing information pertaining to my suitability of employment with City of Greenville, from any liability in furnishing information requested by the City of Greenville.

All candidates for employment with the City of Greenville may request any necessary accommodations to participate in the application process.

All qualified applicants will be considered for vacancies without regard to race, color, religion, sex, or national origin. All applications will be kept on active file for six (6) months for employment consideration by this office.

Applicant Signature

THE CITY OF GREENVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will be considered for vacancies without regard to race, religion, sex, or nation origin. All applications will be retained for employment use by this office for six (6) months. You may at any time after placement renew or update your application.