

Please place a check by the department for which you would like to work. Indicate particular positions below.

Department(s)	Position(s)
<input type="checkbox"/> Any Department	
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Cemetery Sexton <input type="checkbox"/> Cemetery Laborer
<input type="checkbox"/> City Hall	<input type="checkbox"/> Accounting <input type="checkbox"/> Clerical/Word Processing <input type="checkbox"/> Executive Assistant <input type="checkbox"/> Utilities Billing
<input type="checkbox"/> Library	<input type="checkbox"/> Library Staff
<input type="checkbox"/> Parks & Rec	<input type="checkbox"/> Parks Laborer <input type="checkbox"/> Lifeguard - List Certifications ____ Certifications continued: ____ <input type="checkbox"/> Umpire/Referee <input type="checkbox"/> Instructor – Type ____
<input type="checkbox"/> Street Department	<input type="checkbox"/> Street Department Laborer
<input type="checkbox"/> Utilities	<input type="checkbox"/> Utilities Operator (Must have/obtain a Grade I License)
<input type="checkbox"/> Other ____	

I have special skills and/or certifications in the following: ____

I am experienced with the following:

- Asphalt Paver
- Backhoe
- Carpentry
- Confined Space Operations
- Dozer
- Dump Truck
- Electrical
- Loaders
- Motor Grader
- Operation of water & waste water facilities
- Straight Stick Transmission
- Tractor
- Tractor Mower
- Truck with plow

Office Equipment

- Accounting
Software ____

- Computer
- Internet Email Website Maintenance
- Word Processing/Data Entry
Software ____

- 10-key
Speed spm ____
- Typewriter
Wpm ____

For the above marked experience, please elaborate:

Applicant Name: _____

Please list the most recent position first.

Account for all time periods by recording all of your activities, such as employment, military service, volunteering, schooling, and periods of unemployment.

Employment Record

Use additional paper if necessary. Be sure you answer all questions. (Current employer will be contacted only with your consent.)

Be complete!
You will be screened using the information you provide.

A résumé can be attached.

1	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
2	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
3	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No
4	Employer	Phone	Position Title
	Address		Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
	Reason for Leaving		
	Supervisor	Salary \$	Were you required to have a CDL? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you ever served in the U.S. Armed Forces? Yes No
If yes:

Years of Service: _____

Branch of Service: _____

Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for? Yes No
If yes, describe: _____

1	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip
2	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip
3	Personal Reference:	Relationship:
	Address	Phone
	City	State Zip

Applicant Name: _____

