

City of Waynesboro

Application for Employment



PRE-EMPLOYMENT QUESTIONNAIRE

AN EQUAL OPPORTUNITY EMPLOYER

Position applied for _____ Date _____
 You must complete a separate application for each position

Personal Information

Name _____ Phone No. _____
 Last First Middle Social Security Number - -

Address _____
 Street City State Zip

Driver's license number _____ State _____
 Are you 18 years or older?..... Yes No
 Are you related to another employee of the City of Waynesboro? Yes No
 Are you legally eligible for employment in this country? Yes No
 Have you ever been employed here before? If yes, give date and position?..... Yes No
 Have you ever pled "guilty" or "no contest" to or been convicted of a felony in the last 7 years?. Yes No
 If yes, please provide dates and details. _____
 Date available to start work..... ___/___/___ Desired salary.....\$ _____

Educational Background

Name and location of school	No. of years Attended	Did you Graduate?	Subjects studied?
High School			
College			
Other			

List any other special training or skills. _____

References

Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Phone No.	Years Acquainted
1.				
2.				
3.				

Emergency Contact

Give the name of an individual to be contacted in case of an emergency.

Name	Address	Phone No.

Employment History

Provide the following information starting with most recent.

<u>Dates</u>	<u>Name/Address/Phone # of Employer</u>	<u>Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>
-				
-				
-				
-				

U.S. Military or Navel Service _____ Rank _____ Current status _____

"I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City. I understand that any employment is conditioned on a background check, MVR, and drug testing. I authorize the City of Waynesboro to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City, without giving me prior notice of such disclosure. I authorize the City of Waynesboro to receive any criminal history record and MVR information pertaining to me which may be in the files of any state or local criminal justice agency. In addition, I release the City, and former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. If hired, I agree to abide by all City work rules, policies and procedures and that the City retains the right to revise its policies or procedures, in whole or in part at any time."

Date _____ **Signature** _____

To Be Completed By SupervisorResults of **Criminal History Check**: _____
Results of **Drug Screen**: _____ Date of Test: _____
Interviewed by: _____ and _____ Date _____
Remarks: _____Remarks of **Former Employers and References** contacted: _____Terms of Employment: Full-time Part-time Status: Permanent Temporary

To Be Completed By Accounting & Personnel**Hired:** Yes No **If yes,** complete the following. **If no,** state the reasons in the above remarks section.
Date of Birth _____ Date reporting to work _____
Hire Date _____ Grade & Step _____ Salary or hourly rate \$ _____
Department _____ Job Title _____
Remarks: _____Approved: _____
Department Head City Administrator