

City of Hartselle

611 Chestnut St. N.W., Hartselle, AL 35640

Email: hr@hartselle.org

Office #: 256-773-2535; Fax #: 256-773-2257

City of Hartselle - Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify the Human Resource Manager.

Position* applied for _____ Date _____

*A separate application is required for each position.

Name _____

Last

First

Middle

Address _____

Street

City

State

Zip

Telephone/Cell # _____ Other contact # _____

Email address _____ Driver's License #/State _____ CDL _____

Date available for work _____ Salary Requirement _____

Per hour or Annual

Type of employment desired: Full time Part time Temporary

If required are you available for: Nights/Weekends: Yes No Overnight Travel: Yes No

Have you been employed by the City of Hartselle before? Yes No If yes, when _____

Can you perform the essential functions of this position? If no, what accommodations would you require? _____

Have you been convicted* of a crime in the last 7 years? Yes No If yes, explain _____

*Conviction will not necessarily be a bar to employment. Each instance will be considered in relation to the position for which you are applying.

Have you ever been terminated from a job for cause? Yes No If yes, explain _____

SKILLS AND QUALIFICATIONS – List any skills, licenses, certificates, or training (Including military) which are related to the job you seek. Include machinery/equipment you can operator and computer software proficiency. _____

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EDUCATIONAL BACKGROUND

	School Name and Address	Years Completed	Type of Diploma or Degree Received
High School			
Undergraduate School			
Graduate School			
Technical School			

EMPLOYMENT HISTORY – Provide the following information for your past 4 employers, assignments, or volunteer activities, starting with the most recent.

Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

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Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

Employer Name & Address _____

Supervisor Name and Company Phone # _____

Employment Dates: From _____ To _____ Job Title _____

Ending Salary _____ Reason for Leaving _____

Primary Duties _____

PERSONAL REFERENCES (Do not include relatives or past employers)

1. Name & Address _____

_____ Phone # _____ Years Known _____

2. Name & Address _____

_____ Phone # _____ Years Known _____

3. Name & Address _____

_____ Phone # _____ Years Known _____

APPLICANT'S CONSENT AND AGREEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.

I authorize all references to give the City of Hartselle any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the City of Hartselle from liability for any damage that may result from furnishing same to the City of Hartselle.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand and agree that I will be required to provide a clear motor vehicle report, pass a background check, and take a physical, drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to the City of Hartselle for its use. I understand that any positive drug or alcohol result may preclude my employment.

I acknowledge that if I am hired I will be able to provide proof of identity and legal work authorization. I understand that I must be at least 19 to work for the City of Hartselle and that Hartselle's jobs require at least a high school diploma or GED. I have reviewed the requirements for the job for which I am applying and I am able to perform the tasks with or without reasonable accommodation. **I understand that this application is current for up to 6 months and can only be used for the position listed on page 1.** If I wish to apply for other positions I understand that I must submit a separate application.

If employed by the City of Hartselle, I agree to review and abide by the Alabama Code of Ethics, 36-23-1 through 20, AL Code 1975 and policies and procedures of the City of Hartselle which include the Personnel Handbook, Safety Handbook and departmental procedures. I further understand that while in a probationary status, my employment can be terminated with or without cause or notice, at any time, at the discretion of the City of Hartselle or myself. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I realize that no representative of the City of Hartselle other than the Human Resources Manager or an Appointing Authority has any authority to enter into any agreement, oral or written, on behalf of the City of Hartselle for a term of employment or to make any assurance or promise of continued employment.

By selecting this check box and entering my name below I am electronically signing this form.

Signature _____ Date _____