

CITY OF CLEARWATER APPLICATION FOR EMPLOYMENT

**If you need any assistance in completing this form please let us know.
(PLEASE PRINT)**

Position Applied for _____ Date of Application _____

PERSONAL INFORMATION

Name (First) _____ (Middle) _____ (Last) _____	Home Phone Number _____ (Hours available at this number) _____
Home Address (Street) _____ (City) _____ (State) _____ (Zip) _____	Alternate Phone Number _____ (Hours available at this number) _____
If you are under 18 years of age, can you provide required proof of your eligibility to work (e.g. Work Permit)? Yes _____ No _____	Social Security Number _____ _____
If related by blood or marriage to a current City of Clearwater employee or elected or appointed official, state name and relationship: _____ _____ _____ _____	If hired, can you furnish proof you are eligible to work in the United States? Yes _____ No _____
Have you ever been convicted of a crime? (A conviction will not automatically disqualify an applicant from employment opportunity; exclude minor traffic violations.) Yes _____ No _____ If yes, please explain: _____ _____ _____ _____	How did you find out about this position? Employee _____ Newspaper Ad _____ Channel 2 Ad _____ Other _____ _____ Please specify _____ _____
Can you perform the essential functions of the job as described in the position: Yes _____ No _____	

EDUCATION

List all schools Attended	Schools Name/City/State	Dates Attended	Graduated or Number of hours completed	Type Degree
High School				
College or Trade School				
College				

EMPLOYMENT

In the spaces below, give your complete record of employment during at least the past five years. List your positions in the order you held them, starting with your present or most recent position and work back. Add additional sheets if necessary. Explain any gaps between periods of employment under "Comments" on the last page of the application.

A. Employer _____ Position _____
 Address _____ City _____ State _____
 Dates: From _____ to _____ Salary \$ _____ per _____
 Supervisor's Name, Title and Phone # _____
 Specific Duties _____

Reason for Leaving _____

B. Employer _____ Position _____
 Address _____ City _____ State _____
 Dates: From _____ to _____ Salary \$ _____ per _____
 Supervisor's Name, Title and Phone # _____
 Specific Duties _____

Reason for Leaving _____

C. Employer _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

D. Employer _____ Position _____
Address _____ City _____ State _____
Dates: From _____ to _____ Salary \$ _____ per _____
Supervisor's Name, Title and Phone # _____
Specific Duties _____

Reason for Leaving _____

MISCELLANEOUS QUESTIONS

If presently employed, why do you wish to leave? _____

May we contact your present employer? _____

Have you ever supervised other employees? _____ # supervised

If yes, in which position _____

Extent of responsibility _____

Have you ever been employed by the City of Clearwater? Yes No

If yes, in which department? _____

Position _____ Dates: From _____ to _____

SKILLS INVENTORY - Check those skills which you have acquired:

Clerical	Technical	Maintenance
Typing WPM _____	Computer programming	Truck driver
Personal Computer	EMT	Backhoe Loader
Calculator	Surveying	Grader
Switchboard	Drafting	Farm Tractor
Filing	Photography	Trencher
Cashiering	Construction Inspection	Bulldozer
General Accounting		Front End Loader
Bookkeeping	Electrical	Street Sweeper
Payroll	Carpentry	Snow Plow
Fax Machine	Vehicle Mechanic	Welding
Copiers/printers	Plumbing	Asphalt Work
Scanners	Concrete Work	
Other Skills and/or licenses _____		

DRIVING RECORD INFORMATION

Driver's License Number _____ State _____ Expires _____

Has your driver's license ever been suspended or revoked? Yes _____ No _____

If yes, please explain:

If the position requires, do you have a Commercial Driver's License? Yes _____ No _____

Classes of vehicles you are licensed to operate: _____

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

Name	Address	Occupation	Phone # or Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

COMMENTS

State why you believe you are qualified to perform the kind of work for which you are applying:

APPLICANT
PLEASE READ AND UNDERSTAND THE FOLLOWING INFORMATION
BEFORE SIGNING AND SUBMITTING THIS APPLICATION.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would affect this application unfavorably.

I authorize my previous employers and school to give any information regarding employment or educational records. I agree that this organization and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. In the event of my employment with this organization I will comply with all rules and regulations set forth in any communication distributed to employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment. I am in receipt of a list of approved documents which have been supplied with this application.

I further understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of wages or salary, be terminated for any reason and at any time without previous notice.

I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____