

Driver's License #: _____

DOB: _____

**CITY OF CONVERSE
EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of non-job related medical condition, disability or any other legally protected status.

PERSONAL INFORMATION

DATE _____

NAME

LAST FIRST MIDDLE

PRESENT ADDRESS

STREET CITY STATE ZIP
PERMANENT ADDRESS

STREET CITY STATE ZIP
PHONE NUMBER: () SS NUMBER: REFERRED BY:

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START SALARY DESIRED

ARE YOU EMPLOYED NOW: IF SO, MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER:

EVER APPLIED TO THIS COMPANY BEFORE? WHERE: WHEN?

ARE YOU PHYSICALLY CAPABLE OF PERFORMING THE ESSENTIAL FUNCTIONS OF THE POSITION APPLIED FOR? YES _____ NO _____

EDUCATION: NAME & LOCATION YEARS ATTENDED DATE GRADUATED SUBJECTS STUDIED

GRAMMAR SCHOOL
HIGH SCHOOL

COLLEGE
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL

Describe any specialized training, apprenticeship, skills and extracurricular activities:

FORMER EMPLOYERS: (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

| FROM/TO | Name | Address/Phone | Reason for leaving |
|---------|------|---------------|--------------------|
| FROM | | | |
| TO | | | |
| FROM | | | |
| TO | | | |
| FROM | | | |
| TO | | | |
| FROM | | | |
| TO | | | |

LEGAL: HAVE YOU EVER BEEN CONVICTED, ARRESTED, DETAINED BY POLICE OR SUMMONED INTO COURT? ____ YES ____ NO

IF YES, COMPLETE THE FOLLOWING (LIST JUVENILE AS WELL AS ADULT OCCURENCES).

| CRIME CHARGED | POLICE AGENCY | | DATE | DISPOSITION OF CASE |
|---------------|---------------|-------|-------|---------------------|
| | CITY & STATE | | | |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| | NAME | ADDRESS | PHONE # | BUSINESS | YEARS ACQUAINTED |
|----|-------|---------|---------|----------|------------------|
| 1. | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ | _____ |

“I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.”

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT, ANY PERTINENT INFORMATION THEY MAY HAVE, AND PERSONAL OR OTHERWISE. I RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE.

DATE _____ SIGNATURE _____

AUTHORITY FOR RELEASE OF INFORMATION AND WAIVER

TO:

I hereby authorize you to furnish the City of Converse Police Department any information you may have concerning me, including information relating to my reputation, education, employment, financial, criminal history, driving record, credit status, and physical and mental health. This information will be used to assist the City of Converse in determining my qualifications and fitness for any position with the City of Converse.

I hereby release you from any liability or damage, which may result from furnishing the information above. Further, I hereby expressly waive and release any special right of access I may have under any statute or the common law to the information you furnish about me to the City of Converse Police Department.

Applicants Signature Date

Address

Witness Date

Title

Driver's License #: _____

DOB: _____