



Are you a citizen of the United States? Yes  No

Are you legally authorized to work in the United States (proof required by law)? Yes  No

Are you a veteran? Yes  No  Military Discharge Date: \_\_\_\_\_

Are any of your relatives/friends employed by the City of Crestwood? Yes  No

If yes, please state their name and position/department \_\_\_\_\_

After reading the job description, to the best of your knowledge, would you be able to perform all the essential functions of the position, with or without reasonable accommodations? Yes  No

## EDUCATION/TRAINING

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### High School

Name and Location of High School \_\_\_\_\_

How many years completed? 1 2 3 4 Did you graduate? Yes, Graduation Yes, G.E.D. No

### Post-Secondary Schooling

**Name and Location of Program:** \_\_\_\_\_

Did you graduate? Yes  No  Total Hours Attended \_\_\_\_\_

Attended From/To: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Other information: \_\_\_\_\_

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**Name and Location of Program:** \_\_\_\_\_

Did you graduate? Yes  No  Total Hours Attended \_\_\_\_\_

Attended From/To: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Other information: \_\_\_\_\_

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Please describe any other pertinent training, honors, certifications or licenses you would like considered:

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Please describe any equipment you can operate for this position: \_\_\_\_\_

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## EMPLOYMENT HISTORY

Please give the following information, beginning with your **current or most recent** employment. If you need additional space, please continue on a separate sheet of paper.

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**Employer 1:** \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ - \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we call for reference? Yes  No

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**Employer 2:** \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ - \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we call for reference? Yes  No

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**Employer 3:** \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ - \_\_\_\_\_ Rate of Pay: Starting \_\_\_\_\_ Final \_\_\_\_\_

Work Performed/Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we call for reference? Yes  No

**Please share any other information you feel may be helpful to us in considering your application:**

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

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Please give the following for three persons not related to you, whom you have known at least one year.

**Contact Name 1:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact Name 2:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact Name 3:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF INFORMATION

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I hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to employment by the City of Crestwood.

I do hereby authorize all Federal, State or Local Government Agencies, all Law Enforcement Agencies, the Veterans Administration, Military Agencies, State and Federal Tax Bureaus, Credit Bureaus, Schools and Universities to furnish the City of Crestwood, any and all available information regarding me in order that they may determine my suitability for work.

I hereby authorize the City of Crestwood to make such investigations and inquiries as to my character, employment record, education records including transcripts, credit histories and conviction records as may be deemed necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies and persons from all liability for any damage whatsoever that may ensue from furnishing the same to the City of Crestwood.

I voluntarily consent to a thorough investigation of my past employment and activities. I give the City of Crestwood the right to make checks on my background and financial history, if applicable, and release from all liability or responsibility all persons, companies or corporations supplying such information.

A photocopy, Xerox, emailed or faxed copy of this authorization will be considered as effective and valid as the original.

*Before signing, please check to insure that all questions have been answered in a thorough manner. An incomplete application may result in the application being rejected or delayed, which could result in a lost job opportunity.*

Applicant's Name (Printed) \_\_\_\_\_

SIGNATURE (must be in ink): \_\_\_\_\_ DATE: \_\_\_\_\_

