Application for Employment

All applicants are considered for position without regard to race, color, religion, gender, national origin, marital status, veteran status, sexual orientation, disability or any other legally protected status. Please complete one application for each position for which you are applying.

INCOMPLETE APPLICATIONS MAY BE REJECTED.

PLEASE PRINT

Position Applied For	**Date of Application**
Date available for work	**Desired Salary**

Last Name	**First Name**	**Middle Initial**
Address		
Phone number		**Email Address**

Are you available to work: ☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temporary

Are you 18 years of age or older? ☐ Yes ☐ No
If you are under 18 you must provide a valid work permit

Have you ever been employed with the City before? ☐ Yes ☐ No
If yes, when _____

May we contact your current/previous employers? ☐ Yes ☐ No

Are you legally permitted to work for any employer? ☐ Yes ☐ No
If no, please explain _____
Proof of work eligibility will be required upon employment.

Have you been convicted of a felony within the past 7 years? ☐ Yes ☐ No
If yes, please explain _____
Conviction will not necessarily disqualify an applicant for employment.

EDUCATION

High School

Name of School _____

Address _____

Highest Grade completed: 7 8 9 10 11 12 Graduated? Yes No

If not a high school graduate, do you have a GED? Yes No

College/ Universities

Please complete the following section for post-secondary education (Technical Schools, Colleges and Universities)

Name of School	City	State	Major	Degree	Year Degree Earned

Work History

Describe your work history beginning with the most recent or current employer. Include military and volunteer experience and periods of unemployment. Failure to provide complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary. A resume may be attached ONLY as additional information and will not be accepted in lieu of this section. Use additional sheets if necessary.

1. Name of Organization or Firm _____Telephone _____

Address_____
Street City State ZIP

Dates Employed: From month/year_____To month/year _____

Total Time Employed _____ Pay Start_____ End _____

Official Job Title _____Supervisor _____

Describe your specific job duties _____

_____

_____

Specific Reason for Leaving _____

2. Name of Organization or Firm _____Telephone _____

Address_____
Street City State ZIP

Dates Employed: From month/year_____To month/year _____

Total Time Employed _____Pay Start_____End _____

Official Job Title _____Supervisor _____

Describe your specific job duties _____

_____

Specific Reason for Leaving _____

3. Name of Organization or Firm _____Telephone _____

Address_____
Street City State ZIP

Dates Employed: From month/year_____To month/year _____

Total Time Employed _____Pay Start_____End _____

Official Job Title _____Supervisor _____

Describe your specific job duties _____

_____

_____

Specific Reason for Leaving _____

4. Name of Organization or Firm _____Telephone _____

Address_____
Street City State ZIP

Dates Employed: From month/year_____To month/year _____

Total Time Employed _____Pay Start_____End _____

Official Job Title _____Supervisor _____

Describe your specific job duties _____

_____

_____

Specific Reason for Leaving _____

REFERENCES

Please Give the name, addresses and phone number of at least three references that ARE NOT related to you and ARE NOT previous employers.

1. Name _____ Telephone _____

Address_____

Street City State ZIP

2. Name _____ Telephone _____

Address_____

Street City State ZIP

3. Name _____ Telephone _____

Address_____

Street City State ZIP

4. Name _____ Telephone _____

Address_____

Street City State ZIP

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment. The City of Villa Rica is hereby authorized to make any investigation of my prior educational and work history. Finally, I agree that all records submitted (i.e.: resumes, letters of reference) or generated for purposes of employment are property of and shall remain the property of The City. The information provided on the application is subject to public disclosure under the Georgia Open Records Act.

Date_____ Signature _____

The City of Villa Rica is an Equal Opportunity Employer