

JOB APPLICATION

1. PERSONAL INFORMATION

Name: _____ Date: _____
Address: _____
Phone: _____ Driver License Number: _____

(Use additional sheets for any explanations you may wish to give about answers given below)

2. WORK PREFERENCE.

Kind of work desired: _____ Salary or pay you expect: _____
Describe your prior experience in the kind of work that you want: _____

Describe any formal schooling or training you have for this work: _____

List any licenses, security or bonding clearance or certificates that you have: _____

Office skills (typing, machine operation, computer programs): _____

Heavy Equipment skills (loader, backhoe, grader):

Referral Source: _____ Friend _____ Relative _____ Employment Agency _____ Other _____
(please state the name of the agency or individual): _____

3. AVAILABILITY FOR WORK

Date available for work: _____ Full time _____ Part time _____ Temporary _____
Shifts or times that you will work: _____ Days _____ Evenings _____ Graveyards _____
_____ Rotating _____ Weekends _____ Holidays _____

Will you work daily overtime on occasion, if necessary? _____ Yes _____ No

Will you work extra days in the week, if necessary? _____ Yes _____ No

Do you want to work elsewhere or attend school while working here? _____ Yes _____ No

Do you have any continuing military obligations, such as the Guard or Reserves, which may affect your work schedule? _____ Yes _____ No

4. PRESENT EMPLOYMENT

Are you presently employed? _____ Yes _____ No

Do you authorize us to contact your present employer as a reference? _____ Yes _____ No

How much advance notice do you wish to give to your present employer? _____

5. PERSONAL HEALTH

If offered a position with the City of Naples, your employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests.

6. PRIOR EVENTS

Have you earned any pension or retirement credit, other than Social Security, in any prior employment? ___ Yes ___ No
Have you ever worked for this agency before? ___ Yes ___ No
Do you have any friends or relatives working for the City of Naples? ___ Yes ___ No
Do you authorize us to contact your previous employer(s) for references? ___ Yes ___ No
Have you ever been terminated by a previous employer(s)? ___ Yes ___ No
Have you ever been convicted of a felony? ___ Yes ___ No
What are your hobbies or interests? _____

7. EDUCATION AND TRAINING

High School

Name of last High School attended: _____
Address of last High School attended: _____
Date last attended: _____
Please circle highest year completed: K 1 2 3 4 5 6 7 8 9 10 11 12
Did you graduate? ___ Yes ___ No
What was your grade point average? _____

College or University.

Name of last College or University attended: _____
Address of last College or University attended: _____
Date last attended: _____
What was your major in? _____
Did you graduate? ___ Yes ___ No
What was your grade point average? _____
Please circle the highest year of education that you have completed: 13 14 15 16 17 18 19 20
What degree did you receive? ___ Bachelors ___ Masters ___ Doctorate

Other Schools (Trade, Correspondence, etc.).

Name of School attended: _____
Address of School attended: _____
Date last attended: _____
What was your major in? _____
Did you graduate? ___ Yes ___ No
What degree did you receive? _____

8. EMPLOYMENT HISTORY

Present Employer: _____ Supervisor: _____

Address: _____ Phone # _____
Dates of Employment From: _____ To: _____
Main Duties: _____
Wages or Salary Starting: _____ Ending: _____
Reason(s) for Leaving: _____

Previous Employer: _____ Supervisor: _____
Address: _____ Phone #: _____
Dates of Employment From: _____ To: _____
Main Duties: _____
Wages or Salary Starting: _____ Ending: _____
Reason(s) for Leaving: _____

Next Previous Employer: _____ Supervisor: _____
Address: _____ Phone # _____
Dates of Employment From: _____ To: _____
Main Duties: _____
Wages or Salary Starting: _____ Ending: _____
Reason(s) for Leaving: _____

9. CERTIFICATION OF APPLICATION.

All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer, or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment.

Signature of Applicant

Date