

CITY OF GRANBY APPLICATION FOR EMPLOYMENT

Name: _____

Date _____

Last Name First Middle

Street Address City State Zip

Phone Number (____) _____ Alt. Phone Number (____) _____

Position applied for _____

Have you ever been employed by City of Granby? Yes No

Do you have any relatives employed by City of Granby? Yes No

If yes, please give relative's name and department _____

Are you currently employed? Yes No

On what date would you be available for work? _____

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: _____

Date Applied: _____

EDUCATION

<u>NAME OF SCHOOL</u>	<u>DATES ATTENDED</u>	<u>GRADUATED</u>	<u>DEGREE</u>
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Position: _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent job.

- 1. Employer _____ Dates Employed _____
Address _____
Telephone (____) _____ Job Title _____
Supervisor _____
Work performed _____
Reason for leaving _____

- 2. Employer _____ Dates Employed _____
Address _____
Telephone (____) _____ Job Title _____
Supervisor _____
Work performed _____
Reason for leaving _____

- 3. Employer _____ Dates Employed _____
Address _____
Telephone (____) _____ Job Title _____
Supervisor _____
Work performed _____
Reason for leaving _____

ADDITIONAL INFORMATION

(Summarize special job-related skills and qualifications required for employment or other experience.)

REFERENCES

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
1.	_____	_____	(____) _____
2.	_____	_____	(____) _____
3.	_____	_____	(____) _____

EMPLOYMENT CONDUCT

During any employment period, were you ever counseled about, disciplined for, or the subject of, an investigation for:

- 1. Alleged discrimination, harassment, or similar conduct? Yes No
- 2. Alleged misconduct or inappropriate behavior of any kind? Yes No
- 3. Alleged unsafe behavior or violation of safety rules? Yes No
- 4. Alleged dishonest or unethical conduct of any kind? Yes No
- 5. If "yes" to any of the above, please provide as to each situation:
 - a. Name of employer _____
 - b. Approximate date (month and year) it occurred _____
 - c. Describe in detail the specific incident and allegations _____
 - d. What the specific outcome or disposition was _____

IN CASE OF AN ACCIDENT, please indicate whom we should contact?

 NAME ADDRESS () PHONE NUMBER

RELATIONSHIP TO APPLICANT _____

CITY OF GRANBY POLICY: Employment with The City is contingent upon their receipt of notification of a clean drug screen.

The City of Granby participates in the federal E-VERIFY program to confirm the legal working status of new hires.

All information provided on this application is subject to verification. Falsification or misrepresentation may disqualify you from consideration for employment or, if hired, may be grounds for termination.

By your signature herein, you certify that all information on this and all attached pages is true, correct, and complete, to the best of your knowledge, and contains no willful falsifications or misrepresentations. Further, your signature authorizes all former employers to release job-related information, including any positive drug screens and the subsequent completion or failure to cooperate with/complete drug SAP evaluations/education/treatments, and I release all persons or companies from any liability or responsibility for providing such information.

If you want to be informed before your present employer is contacted, please indicate below:

- Yes, please inform me before contacting my present employer
- No, you do not need to inform me before contacting my present employer

Signature of Applicant

Date

EEO: City of Granby is an equal employment opportunity employer. City of Granby does not discriminate against qualified handicapped persons in employment actions, decisions, policies, or practices.