APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please read carefully.

TO THE APPLICANT:

We appreciate your interest in employment with the Town of Crescent and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in making a decision for the best qualified candidate.

The Town of Crescent does not discriminate against person in regard to employment, based upon, nor because of sex, age race, handicap, sexual orientation, creed, color, marital status, national origin, or ancestry.

NOTE: PERSON SELECTED FOR EMPLOYMENT WILL BE GIVEN A SUBSTANCE ABUSE SCREENING. Any offer of employment is contingent upon evaluation and approval of data received.

It is the policy of the Town of Crescent to use only the information provided on this application. A resume may not be substituted for this official application in whole or in part.

All information given on this application shall be kept as confidential as it is legally possible, if you are selected as a final candidate for a position, your name must be released under the law if requested.

Name:								
L	_ast	First		Middle				
Address:								
1	No. and Street	City	State	Zip				
Telephone No:		Daytime Telephone:	Daytime Telephone:					
Email Address:		Date vou can start:	Date vou can start:					

Education &	Circle the last year of formal education which you completed							
Training	4 5 6	7 8 9 10 11 12	13 14 15 16					
EDUCATION	NAME AND LOCATION OF SCHOOL	MAJOR COURSE OF STUDY	YEARS COMPLETED	DATE OF GRADUATION				

Have you ever been convicted of offenses which relate reasonable to fitness to perform the particular job being applied for?_____Yes _____No. If yes, give details below. (Use additional sheets if necessary).

Date of Offense	Place	Charges	Penalties

Conviction record will not automatically exclude you from employment. Factors such as age at the time of the offense, rehabilitation efforts, and recency and seriousness of the offense will be taken into account. The relationship between the offense and the job for which you are applying will be evaluated carefully.

Are you prevented from lawfully becoming employed by the Town of Crescent because of visa or immigration status? (Proof of citizenship or immigration may be required upon employment.) _____Yes _____No

Do you have responsibilities that would prevent you from traveling, working unusual hours, or overtime if required by the job? _____Yes _____No

Are there any other experiences, skills or qualifications which you feel would especially qualify you for employment which you think would be of interest to us in considering your application. Exclude names of organizations which may indicate race, color, religion, sex, sexual orientation or national origin, marital or veteran status, or the presence of non-job related medical conditions or handicaps.

REFERENCES: List references other than relatives/former employers whom you have known for at least one year.

Name	Address	Occupation	Years Acquainted

EMPLOYMENT HISTORY: Give details of work experience, including apprenticeships, summer work, and misc. jobs. List most recent employer first. **COMPLETE ALL SECTIONS.**

Employer:	Dates of Er	nployment	Duties Performed:
Address:			Job Title:
Telephone Number:			
Supervisor	Wage Ra	te/Salary	Reason for Leaving:
May we contact for reference: Yes / No			
Employer:	Dates of Employment		Duties Performed:
Address:			Job Title:
Telephone Number:			
Supervisor	Wage Ra	te/Salary	Reason for Leaving:
May we contact for reference: Yes / No			
Employer:	Dates of Employment		Duties Performed:
Address:			Job Title:
Telephone Number:			
Supervisor	Wage Ra	te/Salary	Reason for Leaving:
May we contact for reference: Yes / No			
Employer:	Dates of Employment		Duties Performed:
Address:			Job Title:
Telephone Number:			
Supervisor	Wage Ra	te/Salary	Reason for Leaving:
May we contact for reference: Yes / No			
Employer:	Dates of Employment		Duties Performed:
Address:			Job Title:
Telephone Number:			
Supervisor	Wage Ra	te/Salary	Reason for Leaving:
May we contact for reference: Yes / No			

List on a separate sheet any other employment not shown above.

IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading or incorrect, I may be terminated. I agree that the Town of Crescent shall not be held liable in any respect if my employment is terminated because of false, incomplete or misleading statement, answers or omissions made by me in this application.

I also authorize pertinent companies: schools, State, County or Federal agencies: municipalities: or persons to give the Town of Crescent any information requested regarding my employment, character, experience, credit record, and qualifications and/or suitability for employment with the Town of Crescent, including a check of my fingerprints and police records for the purpose of considering my suitability for hire. I hereby forever release, discharge and covenant not to sue any person or organization for any result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality and will not be release to me in any form whatsoever.

In addition, a copy of this authorization is as valid as the original and should be recognized as such.

I further understand that I may be asked to undergo physical examination, including substance abuse screening prior to final appointment to a position in the Town of Crescent, refusal to participate will result in the rejection of my application.

Date

Signature of Applicant

Town of Crescent - Skills Checklist

	developed this cheo etter assure that you										her
At approx	imately what level o	can you operate a	a typewrite	er/keyboa	rd?						
_	Hunt & Pec	k 25w	pm		_40wpm	ı		50wpm		60+wpm	
Do you ha	ave experience mee	eting and dealing	effectively	v with the	public,	handlir	ng complai	ints, providi	ng informa	tion, answering	J
questions	s, etc? YES	SNO	lf yes, plea	ase descr	ibe:						
List all he	avy equipment or o	ther equipment r	elated to th	ne positio	n you a	re appl	lying for th	at you are s	skilled in o	perating:	
	ossess a valid drive										
Do you po	ossess a valid Com	mercial Driver's I	_icense		YES _		NO				
Li	icense #			_ State_				-			
What leve	el commercial licens	se do you current	ly hold?								
_	A	B	C		D		M				
Check ap	propriate endorserr	nent(s) received:									
_	"T" Double/Triple Trailers					_ "N" Ta	ank Vehicl	es			
_	"H" Hazardous Materials					_"P" P	assengers	6			
_	"X" Hazardous Materials & Tankers					_"S" S	chool Bus	es			
Have you	passed the CDL sp	oecial knowledge	and skills	test rega	rding aiı	r brake	es?	Yes	No		

Please list any other special license, permit, or certifications you possess which may be applicable to the position you are applying for: