

**City of Vidalia**

**Application for Employment**

*It is our policy to provide equal opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, handicap, or marital status.*

**Name (Last, First, MI):**

**Mailing Address:**       **City:**       **State:**       **Zip Code:**

**Telephones Home:**       **Mobile:**       **Work:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **Name/Location School** | **Years Attended** | **Major** | **Diploma/Degree** |
| **High School** |  |  |  | **[ ]  Yes [ ]  No** |
| **College/University** |  |  |  | **[ ]  Yes [ ]  No** |
| **Other** |  |  |  | **[ ]  Yes [ ]  No** |
| **Other** |  |  |  | **[ ]  Yes [ ]  No** |
| **Other** |  |  |  | **[x]  Yes [ ]  No** |

**Are you a United States Citizen or otherwise authorized to work in the United States on an unrestricted basis? [ ]  Yes [ ]  No**

**Position(s) for which you would like to apply:**

**How did you learn of this opening?**

**Have you previously worked for the City of Vidalia? [ ]  Yes [ ]  No If yes, when?**       **Position Held:**

**Are there any hours, shifts, or days you cannot work?**

**List acquaintances or relatives who work for the City of Vidalia:**

**Have you ever been convicted of a felony? [ ]  Yes [ ]  No**

**If answered “yes” to the above question, describe conditions, state conviction, date and ruling:**

**Annual wage or salary desired:**       **When are you available to start work?**

**WORK HISTORY**

**Most Recent or Current Employer:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name:** |       | **Address:** |       | **Phone:** |       |
| **Dates of Employment: From:**        **To:**       |
| **Position(s) held:**       |
| **Description of duties:**       |
| **Reason for Leaving:**       |

**Next Recent Employer:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name:** |       | **Address:** |       | **Phone:** |       |
| **Dates of Employment: From:**        **To:**       |
| **Position(s) held:**       |
| **Description of duties:**       |
| **Reason for Leaving:**       |

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| **Dates of Employment: From:**        **To:**       |
| **Position(s) held:**       |
| **Description of duties:**       |
| **Reason for Leaving:**       |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name:** |       | **Address:** |       | **Phone:** |       |
| **Dates of Employment: From:**        **To:**       |
| **Position(s) held:**       |
| **Description of duties:**       |
| **Reason for Leaving:**       |

***For Additional Employers, attach a resume.***

**In Addition to your work history, what other experience, skills, or qualifications would make you a good fit for the position you are seeking with the City of Vidalia?**

**Applicant’s Certification and Agreement**

*I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. The City is hereby authorized to make any investigation of my prior educational history, work history, and criminal history.*

 *I understand that employment with the City of Vidalia is “at will” which means that either I or the City can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.*

**Applicant’s Signature:**       **Date:**