

# **EMPLOYMENT APPLICATION**

Date Submitted \_\_\_\_/\_\_\_/

# All employees must pass a drug test prior to employment

Name: Last	Fir	st Middle Initial			r: al Security Number is voluntary			
Present Addre	ss:		Birth	_ Birth Date:///				
City:	State	: Zip Code:						
Telephone: (	))	Cell Phone: (	)	Email:				
like to be con		the job positions you v	would	Offi Staff Initials	i <b>ce Use</b> Review Date			
1					//			
					//			
					//			
					//			
Have you ever	been previously emp	bloved by the City of Med	dina? □Yes □	] No				
Do you have a Have you even If yes, please Are you able to <b>To Applicant:</b> <b>READ THIS INS</b>	a valid driver's license been convicted of a explain: o perform the essentia	crime (all employees ma al functions of the job yo	If yes, State: ay be subject to ba u are applying for G ANY QUESTION	Driver's Licer ackground checks :: □Yes □ N S IN THIS BLOCKE	No ED AREA. The Civil Rights			
Do you have a Have you even If yes, please Are you able to <b>To Applicant:</b> <b>READ THIS INS</b> Act of 1964 prof	a valid driver's license been convicted of a explain: o perform the essentia	? Yes No crime (all employees ma al functions of the job yo LY BEFORE ANSWERING	If yes, State: ay be subject to ba u are applying for <b>G ANY QUESTION</b> on race, color, relig	Driver's Licer ackground checks :: □Yes □ N S IN THIS BLOCKE ion, sex, and nation	)? □Yes □ No			
Do you have a Have you even If yes, please Are you able to <b>To Applicant:</b> <b>READ THIS INS</b> Act of 1964 prof Discrimination A	a valid driver's license been convicted of a explain: o perform the essentia	? ☐Yes ☐ No crime (all employees ma al functions of the job yo LY BEFORE ANSWERING mployment practice based crimination on the basis of	If yes, State: ay be subject to ba u are applying for <b>G ANY QUESTION</b> on race, color, relig	Driver's Licer ackground checks :: □Yes □ N S IN THIS BLOCKE ion, sex, and nation	)? □Yes □ No No ED AREA. The Civil Rights al origin. The Age			
Do you have a Have you even If yes, please Are you able to <b>To Applicant:</b> <b>READ THIS INS</b> Act of 1964 prol Discrimination A years of age.	a valid driver's license been convicted of a explain: o perform the essentia STRUCTION CAREFUL hibits discrimination in e act of 1967 prohibits disc	? Yes No crime (all employees ma al functions of the job yo <b>LY BEFORE ANSWERING</b> mployment practice based crimination on the basis of	If yes, State: ay be subject to ba u are applying for <b>G ANY QUESTION</b> on race, color, relig age with respect to <b>Circle Last Year</b>	Driver's Licer ackground checks :: □Yes □ N S IN THIS BLOCKE ion, sex, and nation individuals who are Did You	)? □Yes □ No No ED AREA. The Civil Rights al origin. The Age between the age of 40 and 6			
Do you have a Have you even If yes, please Are you able to <b>To Applicant:</b> <b>READ THIS INS</b> Act of 1964 prol Discrimination A years of age.	a valid driver's license been convicted of a explain: o perform the essentia STRUCTION CAREFUL hibits discrimination in e act of 1967 prohibits disc	? Yes No crime (all employees ma al functions of the job yo <b>LY BEFORE ANSWERING</b> mployment practice based crimination on the basis of	If yes, State: ay be subject to ba u are applying for <b>G ANY QUESTION</b> on race, color, relig age with respect to <b>Circle Last Year</b> <b>Completed</b>	Driver's Licer ackground checks :: □Yes □ N S IN THIS BLOCKE ion, sex, and nation individuals who are Did You Graduate?	)? □Yes □ No No ED AREA. The Civil Rights al origin. The Age between the age of 40 and 6			
Do you have a Have you even If yes, please of Are you able to To Applicant: READ THIS INS Act of 1964 prol Discrimination A years of age. Elementary	a valid driver's license been convicted of a explain: o perform the essentia STRUCTION CAREFUL hibits discrimination in e act of 1967 prohibits disc	? Yes No crime (all employees ma al functions of the job yo <b>LY BEFORE ANSWERING</b> mployment practice based crimination on the basis of	If yes, State: ay be subject to ba u are applying for <b>G ANY QUESTIONS</b> on race, color, relig age with respect to <b>Circle Last Year</b> <u>Completed</u> 5 6 7 8	Driver's Licer ackground checks : □Yes □ N S IN THIS BLOCKE ion, sex, and nation individuals who are Did You Graduate? Yes □ No □	)? □Yes □ No No ED AREA. The Civil Rights al origin. The Age between the age of 40 and 6			

### **RECORD OF EDUCATION**

#### **EMPLOYMENT HISTORY:**

Please submit a resume if available or complete the following section. Please list the most important experience first.

		From		)		Weekly Starting	Weekly Ending	Reason for	Name of	May we contact this	
Company		Yr	Мо	Yr	Describe type of work performed	Salary	Salary	Leaving	Supervisor	employer?	
Name											
Address											
City, State, Zip											
Phone											
	Fro	m	Тс	)		Weekly Starting	Weekly Ending	Reason for	Name of	May we contact this	
Company	Мо	Yr	Мо	Yr	Describe type of work performed	Salary	Salary	Leaving	Supervisor	employer?	
Name											
Address											
City, State, Zip											
Phone											
	Fro	m	Тс	)		Weekly Starting	Weekly Ending	Reason for	Name of	May we contact this	
Company	Мо	Yr	Мо	Yr	Describe type of work performed	Salary	Salary	Leaving	Supervisor	employer?	
Name											
Address											
City, State, Zip											
Phone											

## **EMPLOYMENT AVAILABILITY:** Please put an "X" in the time table in which you <u>ARE NOT</u> available to work.

	5a	6a	7a	8a	9a	10a	11a	12p	1р	2р	Зр	4р	5р	6р	7р	8р	9р	10p	11p
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Saturday																			
Sunday																			

#### Please list any other scheduling conflicts or considerations:

The facts set forth above in my application are true and complete. I understand that if employed, or considered for employment, false statements on this application shall be considered sufficient cause for removal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigations or credit agencies or bureaus of your choice.

In making this application, I also understand that information may be contained through personal interviews with my neighbors, friends, or others with whom I am acquainted. I understand that I have the right to submit a written clarification of any adverse or incorrect information in my application file.

-	Signature of Applicant	Date
MCRC OFF	ICE STAFF ONLY	
Applicant Recommended Area: Applicant Recommended Position:	Position Hire Recommendation (Area I	Manager Signature)
Pay Code: RC Pay Grade (A-O): Hrly Rate: \$ *If Pay Grade is higher than A, complete and include the Pay Step Recommendation Form with rationale	Approved for Hire (Recreation Center I	Director)