



CITY OF HATTIESBURG

APPLICATION FOR EMPLOYMENT

The City of Hattiesburg is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment. This application is valid for 180 days (6 months) from the date of submission. If you wish to be considered for employment after that time, re-application is required. Applicants considered for employment will be required to present verification of employment eligibility as required by the Immigration Reform and Control Act. All applicants offered a position with the City of Hattiesburg will be required to successfully pass a drug/alcohol test before the offer of employment is confirmed.

GENERAL INFORMATION: Date of Application: _____ Date that you can begin work: _____

Position(s) (1) _____ (2) _____
 applying for: Position Title Department Position Title Department

Have you ever worked for the City before? () yes () no If yes, when? _____

Have you ever applied with the City before? () yes () no If yes, when? _____

Do you have relatives working for the City? () yes () no If yes, whom? _____

How did you learn of the position(s) you have applied for? Check one

() Walk-in () Newspaper () Job Line () Friend () Relative () Employment Agency () Web Page () Other _____

Hours Will Work: () Full Time () Part Time Shift Will Work: Day Shift () Night Shift () Rotating Day/Night Shift ()

PERSONAL INFORMATION: (Please Print)

Last Name First Name Middle Initial

Street Address City State Zip Phone Number

Do you live within the city limits of Hattiesburg? () yes () no

Are you over 18 years of age? () yes () no If no, employment is subject to verification that you are of minimum legal age.

Do you have a valid regular driver's license? () yes () no

Do you have a valid commercial driver's license? () yes () no If yes, what is the Class? _____

If you answered yes to either question above, please list the following information from your Driver's License:

License Number Issuing State Expiration Date

Other than minor traffic offenses, have you been convicted of a felony or misdemeanor within the past 10 years? () yes () no
 Remember, a conviction includes those offenses that you didn't have to serve jail time but just paid a fine.

If you answered yes to the previous question, please complete the chart below for ALL of your prior convictions:

Date of Conviction	Felony or Misdemeanor	Location (City, State) of Conviction	Describe Nature of Offense

PLEASE NOTE: Conviction of a crime does not necessarily bar you from employment. The nature and gravity of the offense(s); the time passed since conviction/completion of sentence; and the nature of the position sought will be taken into consideration.

EMPLOYMENT HISTORY

Please list all previous employments. List most recent employer FIRST. Additional paper is available if needed.

Date Started _____ Employer Name _____
Date Ended _____ Address: _____
Begin Pay _____ Job Title: _____ Description of Duties: _____
End Pay _____

Supervisor's Name _____

Supervisor's Work Phone No. _____ Reason for leaving: _____

Date Started _____ Employer Name _____
Date Ended _____ Address: _____
Begin Pay _____ Job Title: _____ Description of Duties: _____
End Pay _____

Supervisor's Name _____

Supervisor's Work Phone No. _____ Reason for leaving: _____

Date Started _____ Employer Name _____
Date Ended _____ Address: _____
Begin Pay _____ Job Title: _____ Description of Duties: _____
End Pay _____

Supervisor's Name _____

Supervisor's Work Phone No. _____ Reason for leaving: _____

Date Started _____ Employer Name _____
Date Ended _____ Address: _____
Begin Pay _____ Job Title: _____ Description of Duties: _____
End Pay _____

Supervisor's Name _____

Supervisor's Work Phone No. _____ Reason for leaving: _____

APPLICANT NAME: _____

List any other name used while employed that is different from the name on this application (i.e.; maiden) _____

May we contact your current employer? () yes () no. If no, why? _____

May we contact your previous employers? () yes () no. If no, why? _____

In addition to your work history, what additional knowledge, skills, or abilities do you possess which you would like to be considered?

EDUCATIONAL RECORD

TYPE OF SCHOOL	SCHOOL NAME and ADDRESS	NO. OF YEARS ATTENDED	TYPE OF DEGREE RECEIVED	MAJOR
High School				
Business/Trade				
College				
Post Graduate				
Other				

PERSONAL REFERENCES

NAME AND OCCUPATION	ADDRESS (include City and State)	PHONE NUMBER(S)
		Work _____ Home _____
		Work _____ Home _____
		Work _____ Home _____

APPLICANT'S CERTIFICATION AND AGREEMENT

Please Read Carefully

I hereby declare the information provided by me in this application is true and complete, and I understand that falsification of this information is grounds for refusal to hire or, if hired, cause for termination. I authorize any of the persons or organizations referenced in this application or any attached employment listing, to give the City of Hattiesburg all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to the City of Hattiesburg.

In consideration for my employment with the City of Hattiesburg, I agree to conform to the rules and regulations as set forth in the City of Hattiesburg's employee handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or be added to by the City of Hattiesburg at any time, at the City's sole option and without any prior notice to me.

I further acknowledge that if I am employed by the City of Hattiesburg, my employment will be at will, and may be terminated with or without cause at any time by me or by the City of Hattiesburg.

I understand that no representative of the City of Hattiesburg has any authority to enter into any agreement for employment for any specified period of time or to assure any benefits or terms and conditions or employment other than those set forth in the employee handbook, either prior to commencement of employment or after I have become employed.

Date _____ Signature of Applicant _____

Printed Name _____