



# Application for Employment



City of Clinton City Hall

300 Jefferson Street

Clinton, MS 39056

601-924-2238

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applying for \_\_\_\_\_ Date of application \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_  
Last First Middle Required

Address \_\_\_\_\_  
# and Street City State Zip Code

SS# \_\_\_\_\_ Telephone #(\_\_\_\_) \_\_\_\_\_ Cellular/Other #(\_\_\_\_) \_\_\_\_\_  
Social Security Number (we will use this information only for employment purposes and make reasonable efforts to safeguard your privacy)

E-mail Address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

Have you ever been employed with the City of Clinton before? If Yes, give dates and positions: \_\_\_ Yes \_\_\_ No

Are you legally eligible for employment in the United States: \_\_\_ Yes \_\_\_ No

If you are under 18 and it is required, can you furnish a work permit? \_\_\_ Yes \_\_\_ No: If No, Explain: \_\_\_\_\_

Date available for work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of Employment desired: \_\_\_ Full time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_ Seasonal \_\_\_ Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with reasonable accommodation)?  
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? \_\_\_ Yes \_\_\_ No

If Yes, please provide date(s) and details: \_\_\_\_\_

## EDUCATIONAL BACKGROUND

\_\_\_ High School \_\_\_ GED

Degree: \_\_\_ Associate \_\_\_ Bachelor \_\_\_ Masters Degree \_\_\_ PHD Degree Field of Study \_\_\_\_\_  
Name/Location of Educational Facility Attended Dates Attended/Completed

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## SKILLS and QUALIFICATIONS

\_\_\_ Word \_\_\_ Excel \_\_\_ Power Point \_\_\_ E-mail \_\_\_ Internet \_\_\_ Programming \_\_\_ Other \_\_\_\_\_

Special training, skills, licenses/certificates that may assist in performing the position for which you are applying: \_\_\_\_\_

## EMPLOYMENT HISTORY (Starting with your most recent employer, provide the following information)

Employer _____ Telephone # _____ (____) _____	<b>Dates Employed: Month/Year to Month/ Year</b>
Street Address _____ City _____ State _____	
Starting job title/final job title _____	<b>Compensation</b>
Immediate Supervisor and title (for most recent position held) _____	___ Hourly ___ Salary   \$ _____ per _____
Immediate Supervisors E-Mail address _____	Commission/Bonus/other   \$ _____ per _____
Why did you leave? _____	<b>Compensation (Final)</b>
	___ Hourly ___ Salary   \$ _____ per _____
	<b>Commission/Bonus/ Other Compensation</b>
	___ Hourly ___ Salary   \$ _____ per _____

May we contact for reference?  
\_\_\_ Yes \_\_\_ No \_\_\_ Later



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Summarize the type of work performed and job responsibilities

**(Second most recent employer, provide the following information)**

Employer _____	Telephone # _____ (____)
Street Address _____	City _____ State _____
Starting job title/final job title _____	
Immediate Supervisor and title (for most recent position held) _____	May we contact for reference? __ Yes __ No __ Later
Immediate Supervisors E-Mail address _____	
Why did you leave? _____	
Summarize the type of work performed and job responsibilities _____	

**Dates Employed: Month/Year to Month/ Year**

<u>Compensation</u>	
Hourly _____	Salary   \$ _____ per _____
Commission/Bonus/other   \$ _____ per _____	
<u>Compensation (Final)</u>	
Hourly _____	Salary   \$ _____ per _____
Commission/Bonus/ Other Compensation	
Hourly _____	Salary   \$ _____ per _____

**(Third most recent employer, provide the following information)**

Employer _____	Telephone # _____ (____)
Street Address _____	City _____ State _____
Starting job title/final job title _____	
Immediate Supervisor and title (for most recent position held) _____	May we contact for reference? __ Yes __ No __ Later
Immediate Supervisors E-Mail address _____	
Why did you leave? _____	
Summarize the type of work performed and job responsibilities _____	

**Dates Employed: Month/Year to Month/ Year**

<u>Compensation</u>	
Hourly _____	Salary   \$ _____ per _____
Commission/Bonus/other   \$ _____ per _____	
<u>Compensation (Final)</u>	
Hourly _____	Salary   \$ _____ per _____
Commission/Bonus/ Other Compensation	
Hourly _____	Salary   \$ _____ per _____

**REFERENCES (List names and contact information of three references who ARE NOT RELATED TO YOU and NOT a PREVIOUS SUPERVISOR)**

Name _____	Name _____	Name _____
Employer/ Job _____	Employer/ Job _____	Employer/ Job _____
Phone # _____ #years known _____	Phone # _____ #years known _____	Phone # _____ #years known _____
Email _____	Email _____	Email _____

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with the City of Clinton is true, complete and correct. I expressly authorize, without reservation, the City of Clinton, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that the City of Clinton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law. I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the City of Clinton and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the City of Clinton reserves the same right to terminate my employment at any time, without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the City of Clinton is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City of Clinton Mayor. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. The City of Clinton does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Clinton likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The City of Clinton takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly. **I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the City of Clinton's service, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_