

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

LIST LICENSES OR CERTIFICATES REQUIRED BY THE ANNOUNCEMENT

Title of License or Certificate	Number	Issuing Agency	Date issued/date expired

REFERENCES (Work Related)

1. _____
Name Address Phone Occupation

2. _____
Name Address Phone Occupation

3. _____
Name Address Phone Occupation

REFERENCES (Personal)

1. _____
Name Address Phone Occupation

2. _____
Name Address Phone Occupation

3. _____
Name Address Phone Occupation

EMPLOYMENT EXPERIENCE

Start with your present or last job. List your last three jobs in order. Do not omit any job.
(Attach additional pages if necessary)

Name of present or last employer _____

Type of business _____

Address _____ Phone _____

Employed from _____ to _____ (month/year)

Reason for leaving _____

Job title _____ Name of supervisor _____

Job duties _____

What did you like most about your job? _____

What did you like least about your job? _____

Name of next previous employer _____

Type of business _____

Address _____ Phone _____

Employed from _____ to _____ (month/year)

Reason for leaving _____

Job title _____ Name of supervisor _____

Job duties _____

What did you like most about your job? _____

What did you like least about your job? _____

Name of next previous employer _____

Type of business _____

Address _____ Phone _____

Employed from _____ to _____ (month/year)

Reason for leaving _____

Job title _____ Name of supervisor _____

Job duties _____

What did you like most about your job? _____

What did you like least about your job? _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

YES NO

I will be responsible for familiarizing myself with all rules and regulations of the City of Columbia City as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the City of Columbia City or at my option, without notice, at any time, except as specifically set forth in writing in the City of Columbia City Personnel Policies and Procedures Manual.

YES NO

I also understand that no representative of the City of Columbia City has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in the City of Columbia City Personnel Policies and Procedures Manual.

YES NO

I have read, understand and agree with the above.

By: _____
Signature of Applicant

Date: _____

**CITY OF COLUMBIA CITY
CONFIDENTIAL APPLICANT INFORMATION**

The City of Columbia City is dedicated to a policy of equal opportunity in employment without regard to age, color, national origin, religion, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws.

The following information is necessary for the City of Columbia City to monitor its hiring practices consistent with its commitment to further the principle of Equal Employment Opportunity and to prepare reports required by law for the State and Federal government. Providing this information is voluntary and will be kept confidential.

LAST NAME	FIRST NAME	MIDDLE
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POSITION APPLYING FOR	APPLICATION DATE
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SEX: Male _____ Female _____

ETHNIC IDENTIFICATION (Please check the one category that best represents your ethnicity)

_____ **WHITE** (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **BLACK** (not of Hispanic origin): All persons having origins in any of the black racial groups.

_____ **HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **AMERICAN INDIAN or ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_____ **ASIAN or PACIFIC ISLANDERS**: All persons having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, The Philippine Islands, and Samoa.

HOW DID YOU LEARN OF THIS EMPLOYMENT OPPORTUNITY? (Please specify source name)

_____ Newspaper _____

_____ Professional Magazine _____

_____ State Employment Office _____

_____ City Website

_____ Friend or relative _____

_____ Other _____