



☆☆☆ City of ☆☆☆ NEWCASTLE

EMPLOYMENT APPLICATION

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the City of Newcastle?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School or GED		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT- PLEASE START WITH MOST RECENT EMPLOYER			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	

Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

ADDITIONAL SPACE

IF APPLYING FOR A CLERICAL POSITION, WHAT BUSINESS EQUIPMENT CAN YOU OPERATE?		
Do you have typing skills? Words/Minute	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In what computer software programs are you proficient?		

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY	
In consideration of my employment with the City of Newcastle, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and my employment and compensation can be terminated with or without cause, and with or without notice at my time.	
I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or if I am hired, my employment being terminated.	
Have you ever been convicted or entered a plea of any type in a criminal case other than a traffic offense? YES <input type="checkbox"/> NO <input type="checkbox"/>	
I understand that my application will be subject to a background check and I authorize the City to conduct a background check on all information in this application and any information that may be applicable to my job application and/or employment with the City. I release all participants in the City's background check for liability for any information provided or disclosed to the City in the background check process.	
I understand that if I am offered employment, I will be required to submit to a drug and/or alcohol tests.	
I understand that at any offer of employment is conditioned on the completion of pre-employment test and documentation. I will, upon request, sign all necessary consent forms.	
Signature	Date