

# ☆☆☆ City of ☆☆☆ NEWCASTLE

## EMPLOYMENT APPLICATION

### APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address				
City		State	ZIP	
Phone		E-mail Address		
Desired Salary		Position Applied for		
Date Available	Social Security No.		Driver's License No.	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, will you be legally eligible for employment in the U.S. at the time of hire?	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 or entered a plea of any type in a criminal case other than a traffic offense? A "yes" answer will not, in and of itself, disqualify a candidate.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

### EDUCATION

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

### REFERENCES – LIST THREE (3) INDIVIDUALS WHO ARE NOT RELATED TO YOU

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

**\*\*Applications must be fully completed even if a resume is attached.**

**PREVIOUS EMPLOYMENT-PLEASE START WITH MOST RECENT EMPLOYER**

<b>Company</b>		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"/>			
<b>Company</b>		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"/>			
<b>Company</b>		Phone (    )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

**IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET OF PAPER TO THIS APPLICATION.**

**IF APPLYING FOR A CLERICAL POSITION, WHAT OFFICE EQUIPMENT CAN YOU OPERATE?**

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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 anytime.

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.

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 may be required to submit to a drug and/or alcohol tests.

I understand that any offer of employment is conditioned on the completion of pre-employment documentation. I will, upon request, sign all necessary consent forms.

Signature

Date