

☆☆☆ 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, 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 |

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 NO

| | | | |
|----------------|--------------------|------------------|--|
| 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 NO

| | | | |
|----------------|--------------------|------------------|--|
| Company | | 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?

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