

Office Use Only: Date Received: _____ Hire Date: _____
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**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"/>			
<b>ADDITIONAL SPACE</b>			
<b>IF APPLYING FOR A CLERICAL POSITION, WHAT BUSINESS EQUIPMENT CAN YOU OPERATE?</b>			
Do you have typing skills? Words/Minute		YES <input type="checkbox"/>	NO <input type="checkbox"/>
In what computer software programs are you proficient?			
<b>PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY</b>			
<p>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.</p> <p>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.</p> <p>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"/></p> <p>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.</p> <p>I understand that if I am offered employment, I will be required to submit to a drug and/or alcohol tests.</p> <p>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.</p>			
Signature		Date	