

TOWN OF SIMMESPORT



EMPLOYMENT APPLICATION

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____
Last First Middle

Telephone: _____ E-mail: _____ Alternate Telephone: _____

Address: _____

Birthday: _____ SSN: _____ - _____ - _____ If necessary for the job, I am able to:

Are you able to perform the essential functions of the position with or without accommodations?

☐ Yes ☐ No

Are you legally able to work in the United States?

☐ Yes ☐ No

What is your current age? _____

I am seeking a full-time position.

☐ Yes ☐ No

I will be able to report to work _____ days after I am hired.

Work overtime ? ☐ Yes ☐ No

Provide a valid driver's license? ☐ Yes ☐ No

If so, fill out the following: Issuing State: _____

Type: _____

Your allows you to drive/haul (check all that apply):

☐ Hazardous Material ☐ Passengers ☐ Tankers

☐ Tank w/ Hazardous Materials ☐ School Bus

☐ Double/Triple Trailers

Work the following shifts: (check all that apply)

☐ Any ☐ Day ☐ Night ☐ Swing ☐ Rotating

☐ Split ☐ Graveyard ☐ Other: _____

EMPLOYMENT HISTORY

List the most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra piece of paper or resume if necessary. No more than 10 years history is recommended.

Employer name and address:	Position title/duties, skills:	Start Date	End Date
_____ _____ _____ Pay: \$ _____ Per: _____	_____ _____ _____ Supervisor: _____ Phone Number: _____	Reason for leaving:	
Employer name and address:	Position title/duties, skills:	Start Date	End Date
_____ _____ _____ Pay: \$ _____ Per: _____	_____ _____ _____ Supervisor: _____ Phone Number: _____	Reason for leaving:	
Employer name and address:	Position title/duties, skills:	Start Date	End Date
_____ _____ _____ Pay: \$ _____ Per: _____	_____ _____ _____ Supervisor: _____ Phone Number: _____	Reason for leaving:	
Employer name and address:	Position title/duties, skills:	Start Date	End Date
_____ _____ _____ Pay: \$ _____ Per: _____	_____ _____ _____ Supervisor: _____ Phone Number: _____	Reason for leaving:	

Summarize other employment related to this job:

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? ☐ Yes ☐ No

Duty/Specialized Training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations :

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employers attention :

Typing Speed: _____ words per minute_____

REFERENCES

List two personal references who are not former supervisors.

Name	Address	Telephone	Occupation	Years Known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime Phone: _____

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job.

You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms.

I understand that as an applicant for employment with the Town of Simmesport, the position I am applying for is "at-will". This means that an employee can be terminated for any reason, and without warning, as long as the reason is not illegal.

I certify that all statements in the application are true and that providing false information shall be sufficient cause for termination or refusal to hire. I also understand and agree to the information stated above.

Signature of Applicant

Date

Equal Employment Opportunity: All employers are required by federal law to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. The information is optional and failure to provide it will have no affect on your application for employment.