**Nibley City Employment Application**

Date of Application:

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| **PERSONAL INFORMATION** |
| First Name: | Middle Initial: | Last Name: |
| Present Address: |
| Daytime Phone Number: | Evening Phone Number: |
| If hired, can you provide evidence of U.S. citizenship or your legal right to live and work in this country? Y N |
| If applying for a position that requires driving, do you have an appropriate license? Y N |
| If applying for a position that requires driving, have you ever been ticketed for a moving violation? Y N |
| If yes, please explain: |
| If you have been convicted of any crime(s) other than minor traffic violations, state the nature of the crime and the results of the court case. Conviction will not necessarily bar you from employment. |
| **DESIRED EMPLOYMENT AND AVAILABILITY** |
| Position applying for: | Available start date: |
| Are you employed now? Y N | If so, may we contact your present employer? Y N |
| **EDUCATION: Circle Highest Year Completed 6 7 8 9 10 11 12 13 14 15 16 17+** |
| School Name and Location | Date of Diploma/Degree | Field of Study |
| High School |  |  |
| Trade/Professional School |  |  |
| College/University |  |  |
| Graduate School |  |  |
| Please list any other special skills, studies, training or extracurricular activities you feel may be relevant and with which you have a working knowledge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Please provide the following information, **even if you are submitting a résumé.**

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| **EMPLOYMENT HISTORY** Begin with your current or most recent job. If applicable, include military assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, or other protected status. |
| **Name/Address/Phone of Employer** | **Employment Dates** | **Job Title/Duties** | **Salary History** | **Reason for Leaving** |
| 1. | Starting: |  | Starting: |  |
| Ending: | Ending: |
| 2. | Starting: |  | Starting: |  |
| Ending: | Ending: |
| 3. | Starting: |  | Starting: |  |
| Ending: | Ending: |
| 4. | Starting: |  | Starting: |  |
| Ending: | Ending: |
| **REFERENCES:** Providing this information means you give the City of Nibley permission to contact the references listed. |
| **Name** | **Address** | **Telephone Number** | **Years Known** |
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**CERTIFICATION:** By signing below, you agree that you have read and understand the following:

I understand that this application shall be considered active for no more than forty-five (45) days. After that time, I may be required to resubmit a completed application. I understand that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document is executed in writing by an authorized representative of the City of Nibley and the employee.

I certify that the information given in this application and in any other supporting documentation, résumé or interview is true and correct.

I understand that any false information, willful or negligent misrepresentation, or failure to disclose any requested information constitutes sufficient grounds for the City of Nibley to terminate my employment without notice.

I further understand that the City of Nibley may perform a pre-employment investigation to determine my suitability for employment and I authorize the City of Nibley to secure the information necessary to make a decision.

I further understand that the City of Nibley will adhere to applicable state and federal statutes concerning the securing of information and the handling, utilization, and release of information obtained in the pre-employment investigation.

**Applicant Signature:** **Date:**

The City of Nibley is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of physical or mental disability unrelated to the ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.