



# EMPLOYMENT APPLICATION

(PLEASE PRINT)

## PERSONAL

Incomplete information could disqualify you from further consideration.

<b>Name:</b>		<b>Date:</b>	
<b>Area Code &amp; Telephone #:</b>		<b>Email:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

Are you legally eligible to be employed in the United States? YES  NO

## REFERRAL SOURCE

How did you hear about us?  Walk-In  Advertisement  Referred by: \_\_\_\_\_

Have you ever worked for the City of Thibodaux? YES  NO  Job Title: \_\_\_\_\_

If yes, where? \_\_\_\_\_ When? (Give Dates) To: \_\_\_\_\_ From: \_\_\_\_\_

Do you have any relatives or friends who work for the City of Thibodaux? YES  NO

If yes, who and where do they work? \_\_\_\_\_

## EMPLOYMENT DESIRED

Position(s) Desired? \_\_\_\_\_

What are your Salary/Hourly Pay expectations for this position? \_\_\_\_\_

When would you be available to begin work? \_\_\_\_\_

Can you perform the essential functions of the position(s) for which you are applying? YES  NO

If no, please explain. (If you have any questions as to what functions are applicable to the position(s) for which you are applying, please ask the interviewer before you answer this question) \_\_\_\_\_

What hours and days can you work? \_\_\_\_\_

Are there any specific times that you cannot work? \_\_\_\_\_

Do you have responsibilities other than work that will interfere with specific job requirements such as being on-call and shift work? \_\_\_\_\_

<b>EDUCATION</b>	Name & Location of School	Number of Years Attended	Diploma or Degree Received	Subject Studied/Major
High School				
College or University				
Vocational or Trade School				

**VOLUNTEER WORK, TRAINING, LICENSES & CERTIFICATIONS**

Have you ever done any volunteer work? YES  NO  If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

\_\_\_\_\_

If you served in the Military, what type of education, training or work experience relevant to the job did you receive?  Not applicable. \_\_\_\_\_

\_\_\_\_\_

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES  NO  If yes, please described. \_\_\_\_\_

\_\_\_\_\_

List below all current Licenses or Certifications you obtained that are directly related to the position for you are applying. \_\_\_\_\_

\_\_\_\_\_

**PERSONAL REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Telephone & Address	Occupation & Employer	Years Acquainted

## EMPLOYMENT

Start with your most recent position and work backwards in time. Include periods of unemployment. Incomplete information could disqualify you from further consideration. If you need additional space, continue on a separate sheet of paper.

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

## SKILLS

**Do you have any special skills that would enhance your ability to perform the position applied for? If yes, explain:** \_\_\_\_\_

**Do you have any Computer Skills? If yes, describe:** \_\_\_\_\_

**Do you have experience operating equipment and machinery? If yes, state types of machines and equipment you have operated.** \_\_\_\_\_

## PLEASE READ CAREFULLY BEFORE SIGNING

The City of Thibodaux is an equal opportunity employer. The City of Thibodaux does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Thibodaux to hire me. If I am hired, I understand that either the City of Thibodaux, or I, can terminate my employment at any time and for any reason, with or without cause so long as there is no violation of applicable federal and state law, the City of Thibodaux's home rule charter and the City of Thibodaux's Civil Service Rules and Regulations. I understand that no representative of the City of Thibodaux has the authority to make any assurance to the contrary. I attest with my signature below that I have given to the City of Thibodaux true and complete information on this application. No requested information has been concealed. I authorize the City of Thibodaux to contact the references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_