

**APPLICATION FOR EMPLOYMENT
NON-CIVIL SERVICE POSITIONS
CITY OF JACKSONVILLE, ALABAMA**

1. Position Applying For: _____

2. Name: _____

3. Address: _____

4. Telephone Number: Home: _____ Cell: _____

5. Are you a U.S. Citizen? _____

6. Have you ever been convicted of any offense other than a minor traffic violation? Yes: _____ No: _____
Conviction is not necessarily disqualifying. Give the facts and dates of your conviction(s) in Space 7

7. Use this space to explain any items in Spaces 1 – 7. _____

8. Education: The City reserves the right to require proof of education credentials.

Name and address of high school: _____

Did you graduate? Yes: _____ No: _____

High School Equivalency Diploma? Yes: _____ No: _____ Date and place granted: _____

Post-Secondary education: Include all colleges, trade school, business colleges, correspondence, etc.

Name & address of institution	Course or Major	Dates Attended	Degree/Certif.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other training (special course, work-training programs, armed forces training). Give name and location, date, certificate awarded subject matter and any other details relevant to the job for which you are applying.

9. Experience: Start with your present or last job and work back, listing all paid/unpaid, full/part-time work and military service performed during the last 10 years. Work performed more than 10 years ago may be listed if applicable to the position for which you are applying. Attach additional sheets if more space is needed.

May we contact your present or previous employer(s)? Yes: _____ No: _____

PRESENT OR MOST RECENT EMPLOYER

Start Date: _____ End Date: _____

Employer's name and address: _____

Immediate supervisor's name & telephone number: _____

Job title: _____ Hours per week: _____

Salary/Wages: _____ per _____. Reason for leaving: _____

Duties: _____

PREVIOUS EMPLOYER

Start Date: _____ End Date: _____

Employer's name and address: _____

Immediate supervisor's name & telephone number: _____

Job title: _____ Hours per week: _____

Salary/Wages: _____ per _____. Reason for leaving: _____

Duties: _____

PREVIOUS EMPLOYER

Start Date: _____ End Date: _____

Employer's name and address: _____

Immediate supervisor's name & telephone number: _____

Job title: _____ Hours per week: _____

Salary/Wages: _____ per _____. Reason for leaving: _____

Duties: _____

10. References: List 3 reliable persons, not relatives or employers who know you well enough to provide information about you.

Name: _____

Address: _____

Telephone No: _____

Occupation: _____

Name: _____

Address: _____

Telephone No: _____

Occupation: _____

Name: _____

Address: _____

Telephone No: _____

Occupation: _____

11. List special skills or abilities, licenses (including driver's), machines you operate, languages other than English in which you speak and write well, typing speed and any other information relevant to the position for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that pre-employment drug screening is required.

Signature

Date