



**List below all present and past employment, beginning with your most recent**

**I.**

Name/Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

**II.**

Name/Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

**III.**

Name/Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

**IV.**

Name/Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

May we contact the employers listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, indicate by number which ones you do not wish us to contact \_\_\_\_\_

**PERSONAL REFERENCES (Not Former Employers or Relatives)**

Name and Occupation	Address	Phone Number

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_

Have you taken any training under the G.I. Bill of Rights? \_\_\_\_\_ If yes, what training did you take? \_\_\_\_\_

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**PLEASE READ AND SIGN BELOW**

The facts set forth in my application for employment are true and complete. I understand that if employed by this city, false statements made on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment with the city I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the Nature and scope of any such investigative report that is made.

\_\_\_\_\_  
Signature of Applicant

To the Applicant for the City of Jacksonville: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination based upon ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.

- ✓ Previous address \_\_\_\_\_  
                                    No/Street                                      City                                      State                                      Zip
- ✓            How long did you live there? \_\_\_\_\_
- ✓ Are you over the over the age of 18? \_\_\_\_\_. If not, hire is subject to verification that you are of minimum legal age.
- ✓ Are you a citizen of the U.S.? \_\_\_\_\_  Current Selective Service Classification \_\_\_\_\_
- ✓ Have you ever been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_
- ✓ Have you ever been convicted of a crime, excluding misdemeanors, in the past years which has not been annulled or expunged or sealed by a court? \_\_\_\_\_ If yes, describe in full on back of this page.
- ✓ List any friends or relatives working for us, other than spouse \_\_\_\_\_

**TERMS AND CONDITIONS FOR EMPLOYMENT**

The City of Jacksonville is an equal opportunity employer, and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, sex, national origin, age, handicap or other protected groups under state, federal, or local Equal Opportunity Laws.

I UNDER STAND AND AGREE THAT:

1. Any material misrepresentation or deliberate omission of facts in my application may be justification for refusal of, or if employed, termination from employment.
2. I agree that my employment may be terminated by the City of Jacksonville at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to a search of my person or of any locker assigned to me, and I hereby waive all claims for damages on account of such examination. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the City of Jacksonville.
3. I consent to a medical or psychological exam and any future exams or tests as required by the City of Jacksonville.
4. Although management makes every effort to accommodate personal preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my employment.

I further understand that this is an application for employment and that no employment is being offered.

I understand that if I am employed, such employment is for no definite period of time and that the City of Jacksonville can change wages, benefits, and conditions at any time.

I have read and understand the above.

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

**FOR INTERVIEWER’S USE**

INTERVIEWER	DATE	COMMENTS

PERSONAL DATA

DISCLAIMER: The data being collected is for EEO reporting purposes. This information is not part of the hiring process, nor will the information be considered by those involved in the hiring process.

Name (Please print)	Social Security No.	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Age
Ethnic Origin <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White				

Are you presently an employee of the City? \_\_\_\_\_

Date of Application	
Position Applied for	

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

Remarks: \_\_\_\_\_