

CITY OF MERKEL
APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date _____ Social Security # _____ DOB ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone # _____

Referred By _____ Are you 18 years or older? Yes No

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you employed now? Yes No May we contact your current employer Yes No

EDUCATION

Name and Location of School	Circle		Did you Graduate?	Subjects Studied & Degree(s) Received
	Last Year Completed	1 2 3 4		
High School		1 2 3 4	Yes No	
College		1 2 3 4	Yes No	
Trade or Business		1 2 3 4	Yes No	

GENERAL

Job Related Skills(computer skills, driver's license, etc.) _____

FORMER EMPLOYERS List below your last four employers, starting with last one first

Date Month & Year	Name, Address, Phone # of Employer	Salary (upon leaving)	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

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REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone No.	Position	Years Acquainted
1.				
2.				
3.				

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If you are hired by this company, you will be required to attest to you identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City of Merkel

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City of Merkel, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to created an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the City of Merkel's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Merkel to hire. I agree to abide by all City of Merkel work rules, policies and procedures. The City of Merkel retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature _____ Date _____