



Application for Employment

The City of Westmoreland considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position Applied For:	Date of Application:
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How did you learn about us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Notify Me	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> City Website	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name	
Address	City	State	Zip
Telephone (Home/Cell)	Email Address		
() _____	_____@_____.		

Best time to contact you at home is:	_____:	_____ AM/PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	Yes	No
Have you ever filed an application with us before? When _____	Yes	No
Have you ever been employed with us before? If so, when _____	Yes	No
Do any of your friends, relatives work here? Name, relationship, location _____	Yes	No
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you a U.S. citizen?	Yes	No
If not, can you submit verification that you are lawfully available for employment in this country?	Yes	No
Date available for work ___/___/___	What is your desired salary range? _____	
Are you available to work:	Full Time	Shift 1st 2nd 3rd
	Part Time (Morning Afternoon Evenings)	
	Temporary (Dates Available ___/___ to ___/___)	
Are you currently on 'lay-off' status and subject to recall?	Yes	No
Can you travel if the job requires it?	Yes	No
Do you have a valid driver's license? State _____ # _____	Yes	No
Have you been convicted of a felony? If yes, date and nature _____	Yes	No
City, State of conviction: _____		

Education

	School Name, City, State	Circle Highest Year Completed				Diploma/Degree
High School	_____	9	10	11	12	_____
College	_____	1	2	3	4	_____
College	_____	1	2	3	4	_____
Grad School	_____	1	2	3	4	_____
Tech School	_____	1	2	3	4	_____

Employment History

Start with the most recent employer. **Even if you attach a resume, please fill in all sections.**

Employer Name _____ Dates From _____ To _____
 Address _____ City _____ State _____
 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
 Reason for Leaving? _____

Employer Name _____ Dates From _____ To _____
 Address _____ City _____ State _____
 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
 Reason for Leaving? _____

Employer Name _____ Dates From _____ To _____
 Address _____ City _____ State _____
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 Address _____ City _____ State _____
 Telephone number _____ Supervisor _____
 Starting/Present Job Title _____ Starting Rate _____ Current/Final Rate _____
 May we contact? Yes No Work Performed: _____
 Reason for Leaving? _____

****Please explain all gaps in employment.**

Describe any specialized training, apprenticeship, and skills. _____

Describe any job-related training received in the United States military. _____

List professional, trade, businesses or civic activities and offices held. _____

Special Skills:	Word	Excel	Outlook	Type	_____ WPM
10-key Touch	Other	_____			

Are you able to perform the essential functions of the job with or without reasonable accommodations? Yes No

Professional References (please do not list family members):

Name	Phone Number	Relationship/Occupation	Yrs Known
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I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the City to contact any and all the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by the City. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____

Be sure to complete all 3 pages.