CITY OF HARTWELL

EMPLOYMENT APPLICATION

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities.

Instructions: Type or print in ink this application in its entirety. Sign and date the form. Position(s) applied for:_____ **PERSONAL INFORMATION:** Middle Last Address: _____Street City Zip Code State Social Security No.:_____ Home Telephone No.:_____ Other Telephone No._____ Are you a U. S. citizen or are you legally authorized to work in the United States? Yes____ No____ Are you at least 18 years of age? Yes_____ No Have you been convicted of or pleaded no contest to a felony within the last 5 years? Yes____ No____ If yes, please explain: List any skills, knowledge, abilities, or qualifications relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc. To your knowledge, do you have any relatives working in this agency? Yes_____ No____

Employment History:

LIST MOST RECENT EMPLOYMENT FIRST

1.	Name of Present or Last Employer:	
	Address:	Phone No.:()
	Your Job Title:	Supervisor's Name
		May we contact this employer? [] Yes [] No
	Month Year Month Year	
	Duties/Responsibilities:	
	Reason for Leaving:	
2.	Name of Next Previous Employer:	
	Address:	Phone No.:()
	Your Job Title:	Supervisor's Name
	From:/ To:/	May we contact this employer? [] Yes [] No
	Duties/Responsibilities:	
	Reason for Leaving:	
	-	
3.	Name of Next Previous Employer:	
	Address:	Phone No.:()
	Your Job Title:	Supervisor's Name
	From:/_ To:/	May we contact this employer? [] Yes [] No
	Duties/Responsibilities:	
	Reason for Leaving:	
4.	Name of Next Previous Employer:	
	Address:	Phone No.:()
		Supervisor's Name
		May we contact this employer? [] Yes [] No
	Duties/Responsibilities:	
	Reason for Leaving:	

If needed, attach additional sheets, using the same format as on the application. Resumes may be attached.

EDUCATION & TRAINI	NG:	

HIGH SCHOOL: Name/Location of School	Received: [] Dir	ploma [] Other (specify) [] None
Traine, Eccation of School	received. [] Di	
COLLEGE, UNIVERSITY OR I	PROFESSIONAL SCHO	OOL:
Name of School	Location	Major/Minor Type of Course of Study Degree Earned
		Course of Study Degree Larned
Other: (specify)		
PERSONAL REFEREN	CES:	st three persons other than relatives.
N	A 11	DI N I
Name	Address	Phone Number
How do we contact you?		
Home Phone:		
Business Phone:		
E-mail Address:		
Other:		
CERTIFICATION		
I cartify that information contained in	this application is true and c	omplete. I understand that false information,
omissions, or misrepresentations may	disqualify me for employme	nt consideration, and if I am hired, may be ground
for termination at a later date. I author	rize the verification of any or	r all information listed herein.
Signature	D	te