



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

The City of Cordova considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

By signing below, applicant acknowledges that this application shall be considered active for a period of forty-five days after submission. Applicant further acknowledges that unless otherwise protected by law that employment would be "at will" which means that employee may resign at any time and the employer may also discharge the employee at any time with or without cause.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

SELF IDENTIFICATION VOLUNTARY

The City of Cordova is an equal employment opportunity and affirmative action employer that does not unlawfully discriminate on the basis of race, religion, sex, color, age, national origin, disability, veteran status, or any other status protected by applicable law.

To help us comply with government reporting and other requirements, please complete this Survey. All completed Surveys are kept in a confidential file, are not part of your application file, and will only be used in accordance with the provisions of applicable federal law. The completion of this Survey is **optional**, and the inclusion or exclusion of any information on this form will not affect your employment opportunities with the company. Thank you in advance for your assistance.

Name: _____

Job Applied For: _____ Date of Application: _____

Race:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black
- Hispanic/Latino
- White

Gender:

- Male
- Female

Veteran:

- Vietnam Era Veteran
- Special Disabled Veteran
- Recently Separated Veteran, date of discharge _____
- Other Protected Veteran
- Disabled Individual

“Vietnam Era Veteran” refers to a person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred: (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) between August 5, 1964 and May 7, 1975 in all other cases. The term also refers to a person who was discharged or released from active duty for a service connected disability if any part of such active duty was performed: (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) between August 5, 1964 and May 7, 1975 in all other cases.

“Special Disabled Veteran” refers to a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more, or rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service connected disability.

“Recently Separated Veteran” refers to any veteran during the one-year period beginning on the date of such veteran’s discharge or release from active duty.

“Other Protected Veteran” refers to a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.