

APPLICATION FOR EMPLOYMENT

City of Clear Lake
P.O. Box 107
125 Third Avenue South
Clear Lake, SD 57226-0107

Answer all questions-please print!!

In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a disability or handicap.

Date of Application _____

Position(s) Applied For _____

Referral Source Advertisement Friend Relative
 Employment Agency Other _____

Name _____
Last First Middle

Present Address _____ Phone No. _____
Street City State Zip

Have you filed an application or been employed here before? Yes No

Are you a citizen of the United States? Yes No

If not, do you possess an Alien Registration Card? Yes No

Have you been convicted of a felony or released from prison within the last 7 years? Yes No

If yes, describe in full, including date(s) _____

Would you work: Full-Time Part-Time
Specify days/hours if part-time _____

If your job requires you to travel, do you have a valid driver's license? Yes No

Give the name, address, and phone number of three (3) references not related to you or a former employee.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments & volunteer activities

Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hourly Rate or Salary		
	Starting	Final	
Reason for Leaving			

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If you need additional space, please continue on a separate sheet of paper.

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

EDUCATION

	Elementary	High School	College/University	Graduate/Professional
School Name				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities:				

AGREEMENT

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

I authorize you to make such investigations and inquiries of my persona, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____