



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, handicap, or national origin.

PERSONAL INFORMATION

Date

Name

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone No.

Referred By

Are you 18 years of age or older?

Yes

No

Driver's License State:

Driver's License #

EMPLOYMENT DESIRED

Position

Date You Can Start

Salary Desired

Are You Employed Now? Yes

No

If So May We Contact Your Present Employer?

Yes

No

Have you ever applied to the City of Laurens before?

Yes

No

Where?

When?

EDUCATION

Name and Location of School

Last Year Completed

Did you Graduate?

Subjects Studied and Degree(s) Received

High School

Yes

No

College

Yes

No

Trade, Graduate, Business, or Correspondence School

Yes

No

GENERAL

Subjects of Special Study of Research Work

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



EMPLOYMENT HISTORY List below your last four employers, starting with the last one first

Date Month and Year	Name and Address of Employer	Phone Number	Supervisor	Salary (upon leaving)	Position	Reason for Leaving
From						
To						
From						
To						
From						
To						
From						
To						

REFERENCES

	Name	Address	Phone Number	Position	Years Acquainted
1.					
2.					
3.					

If you are to be hired by the City of Laurens, you will be required to attest to your 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 Laurens. I understand that any employment is conditioned on a background check. I authorize the City of Laurens 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 Laurens, without giving me prior notice of such disclosure. In addition, I release the City of Laurens, 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 create 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 City of Laurens. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Laurens unless made in writing by an authorized City of Laurens representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Laurens and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose the City of Laurens the results of 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, if required, and if I am hired a condition of my employment will be that I abide by the City of Laurens's Drug and Alcohol Policy.

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

Date _____ Signature _____