



City of Huntington

EMPLOYMENT APPLICATION

The City of Huntington, Indiana, does not discriminate on the basis of race, gender, national origin, religion, or any other classification protected under applicable law in employment or the provision of services.

Name: _____ Date: _____

Address: _____
City State Zip Code

Phone Number: _____

Position Applied For: _____

Are you applying for: Full Time _____ Part-Time _____

If your application is considered favorably, on what date would you be available for work? _____

Have you been employed here before? _____ When: _____

If under the age of 18, can you provide required proof of eligibility to work? _____

Presently Employed? _____ Can we contact your current employer? _____

Have you been convicted of a felony (that has not been expunged by a court) in the last seven years? Yes _____ No _____
(such conviction may be relevant if job-related, but does not automatically bar you from employment)

EDUCATION

	Junior High	High School	College	Grad/Professional
School Name				
Years Completed				

High School Diploma? _____ G.E.D.? _____

College Degree? _____

Describe any specialized training, apprenticeship, special skills, extra-curricular activities or honors received. _____

REFERENCES

Give name, address and phone number for three (3) business or professional references who are not related to you. _____

EMPLOYMENT EXPERIENCE

Make the top box your present or most recent job. Include any job-related or military service assignments. Continue on the other side if necessary.

<i>Employer</i>	<i>Date of Employment</i>	<i>Work Performed</i>
Address		
Phone		
Job Title		
Reason for leaving		

<i>Employer</i>	<i>Date of Employment</i>	<i>Work Performed</i>
Address		
Phone		
Job Title		
Reason for leaving		

<i>Employer</i>	<i>Date of Employment</i>	<i>Work Performed</i>
Address		
Phone		
Job Title		
Reason for leaving		

SPECIAL QUALIFICATIONS

Summarize any special qualifications acquired through employment, military service, volunteer work or other experience. _____

Do you have a valid drivers license? _____

Circle the type of license you possess. Operator Chauffer CDL (A or B)

If required, can you obtain a CDL license? _____

Do you have relatives working for us? _____

Department? _____ Relationship? _____

APPLICANT'S STATEMENT

I understand that the City follows an "employment at will" policy, in that I or the City may terminate my employment at any time for any or no reason; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the City Board of Public Works and Safety. I understand that this application is not a contract of employment.

I understand that this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the City may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and companies named therein, except my current employer if so noted; to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Date: _____ Signature of Applicant: _____