



THE
CITY
OF

GUTHRIE

P.O.Box 125
Guthrie, KY 42234
(270) 483-2511
(270) 483-0717 fax

Application for Employment

1. **Position Applied**

2. **Full legal Name:**

Last Name

First

Middle

3. **Home Phone:**

() _____

Mobile Phone: () _____

4. **Street Address:**

5. **E-mail**

Address:

City

State

Zip

6. **Education:**

6a. Highest school grade completed:

☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12

6b. Do you have a high school equivalency diploma:

☐ Yes

☐ No

6c. Number of years of post high school education:

☐1 ☐2 ☐3 ☐4

7. **Name and Location of Educational Institution:**

Degree Received

Major /
Specialty

7a.

7b.

7c.

8. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying.

8a. Job Title

Employer Name

Employer Address

Phone

Supervisor/Manager

Final Salary

Dates (Month/ Year)

Job Duties: _____

8b. Job Title

Employer Name

Employer Address

Phone

Supervisor/Manager

Title

Final Salary

Dates (Month/ Year)

Job Duties: _____

Reason for leaving: _____

9. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

10. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

11. **References:**

List the full name, address, phone number and relationships of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Relationship

12. **Miscellaneous Information:**

12a. Which shifts are you willing to accept: ☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Weekends Specify shift _____

12b. Which job status are you willing to accept: ☐ Full-time ☐ Part-time _____

12c. Are you willing to travel: ☐ No ☐ Yes

13. **Compliance** with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United ☐ Yes ☐ No.

Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. You may also be will be required to provide documentation that you should you be

14. **Work Start Date:** When will you be available to start work? If you are available as soon as you given two weeks notice, then no dates are necessary.

____ Month ____ Day ____ Year

15. **Job Application Certification:**

IMPORTANT-THIS SECTION MUST BE COMPLETED

SIGNATURE-All applicants please read and sign the statement below:

I certify that the information given in this application is correct and complete to the best of my knowledge. I am aware that, should investigation at any time show any falsification, I will not be considered for employment or, if employed, I may be dismissed and disqualified from future employment. I hereby authorize the employer to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I further authorize and request each former employer, person given as a reference, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

Also understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Dated _____

Job Applicant Signature _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or whether the applicant is a smoker or nonsmoker.