

Please Print Your Name Here _____

EMPLOYMENT HISTORY

Beginning with your present or most recent job, completely describe your work experience during the past ten years. In addition, list any other prior experience related to the duties of the position for which you are applying, including all non-paid or volunteer work. **You must attach a resume.** Your resume will not be substituted for completion of this section.

Employer's Name _____ Address _____ From - To _____

Job Title _____ Supervisor's Name/Title/Phone Number _____

Specific Duties: Full-time Part-time _____

Reason for Leaving _____ Start Salary _____

May we contact this employer for reference? Yes No _____ Last Salary _____

Employer's Name _____ Address _____ From - To _____

Job Title _____ Supervisor's Name/Title/Phone Number _____

Specific Duties: Full-time Part-time _____

Reason for Leaving _____ Start Salary _____

May we contact this employer for reference? Yes No _____ Last Salary _____

Employer's Name _____ Address _____ From - To _____

Job Title _____ Supervisor's Name/Title/Phone Number _____

Specific Duties: Full-time Part-time _____

Reason for Leaving _____ Start Salary _____

May we contact this employer for reference? Yes No _____ Last Salary _____

NOTICE TO APPLICANT

APPLICATION/SELECTION PROCESS: An official City of Sweet Home application must be filed with the City in order to be considered for a City position. Accepted applications will be screened on the basis of information submitted. Those applicants who, in the exclusive judgment of the City, meet the requirements of the position will be invited to continue in the selection process. Physical, written, and/or skills tests may be administered for some positions. Employment may be contingent upon passing psychological and medical examinations including a drug screening. Finalists for the position will participate in an oral interview. Applicants selected for further testing and/or interviews will normally be contacted one to three weeks following the posted closing date. Applicants not chosen to continue in the selection process will be notified by mail.

CERTIFICATION OF APPLICANT: Read carefully before signing: It is the policy of the City of Sweet Home to contact all former employers listed on your application form. Specific questions are asked about your work experience and performance. I, hereby, give permission to the City of Sweet Home, its officers, and authorized agents to contact any previous employers and/or reference I have listed on my employment application prior to their making a final determination regarding my application for employment. I understand that they may be asked about my duties, responsibilities, character, and work performance. I certify that my answers to the questions in this application are complete, accurate, and true to the best of my knowledge. I agree and understand that any omission of facts or misrepresentation of facts contained in this application is cause for cancellation of any application and/or my dismissal from employment. I will also be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the Employer without notice, at any time, except as specifically set forth in writing in a current individual employment agreement or collective bargaining agreement.

Applicant's Signature _____ **Date** _____

This portion of your application will be detached prior to referral for screening.

Could you please complete the following by indicating how you learned of this job announcement; thank you.

REFERRAL SOURCE:

- City Employee
- Walk-In
- Internet
- Relative
- In-house posting
- Advertisement _____
(please specify which newspaper or publication)
- Other _____