



**Former Employers** (List below last four employers, starting with current or most recent employer)

<b>Date: Month &amp; Year</b>	<b>Employer Address/Phone Supervisor's Name</b>	<b>Hourly Rate</b>	<b>Job Title and Work Performed</b>	<b>Reason for Leaving</b>
From:  To:				
From:  To:				
From:  To:				
From:  To:				

**References (work related):** Give the names of three persons not related to you whom you have known at least one year that we may contact regarding your qualifications.

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Years Acquainted</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			

**State any additional information you feel may be helpful to us in considering your application.**

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"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I authorize the City to contact any of the employers listed above to verify employment and work record. I release all parties from all liability for any damage that may result from furnishing same to you. I authorize the City to verify and investigate through law enforcement agencies the status of my driver's license and to conduct any background check it deems necessary.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice."

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Affirmative Action - Equal Opportunity Employer**

# **AFFIRMATIVE ACTION DATA FORM**

## **APPLICANT SURVEY** **Human Resource Department**

### **TO ALL APPLICANTS:**

The following requested information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in the validation of our selection methods.

**Position applying for:** \_\_\_\_\_

**Check one:**    Male         Female                       **Date of Birth** \_\_\_\_\_

### **Check one of the following Race/Ethnic Groups:**

White     Black     Hispanic     Asian     American Indian     Other

**Check if Veteran**

### **How did you learn about job?**

- Office Visit
- Phone call to office
- Newspaper Ad (Name of Paper) \_\_\_\_\_
- Website (specify) \_\_\_\_\_
- City Employee
- City Cable Channel
- Other (specify) \_\_\_\_\_

Please indicate if you have a handicap which requires special testing arrangements.

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