



CITY OF CHARLES TOWN  
APPLICATION FOR EMPLOYMENT  
*An Equal Opportunity Employer*

**PERSONAL INFORMATION** *Incomplete or inaccurate information could disqualify you from further consideration.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you eligible to work in the U.S? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years or older? *(If no, you may be required to provide authorization to work.)* Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been terminated from employment or asked to resign by an employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If yes, please provide company names and details**

Can you work any shift? Yes \_\_\_\_\_ No \_\_\_\_\_ Overtime, including weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position desired \_\_\_\_\_

Date you can start \_\_\_\_\_ Hourly Rate/Salary desired \_\_\_\_\_

Are you currently employed? Y \_\_\_\_\_ N \_\_\_\_\_ If so may we inquire of your present employer? Y \_\_\_\_\_ N \_\_\_\_\_

EDUCATION	Name and location of school	No. of Years Attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer Name	Telephone ( )
Job Title		Address	

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From	To	Employer	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	
From	To	Employer	Telephone ( )
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving		Hourly Rate/Salary	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Computer Skills (please describe): \_\_\_\_\_

Have you ever been convicted of a felony offense: Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please briefly described situation \_\_\_\_\_

*(Note: prior conviction an offense does not automatically disqualify candidates for positions within the City of Charles Town).*

**REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.**

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully before signing.**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Charles Town to hire me. If I am hired, I understand that either the City of Charles Town or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the City of Charles Town has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the City of Charles Town true and complete information on this application. No requested information has been concealed. I authorize City of Charles Town to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal. I understand that prior to being hired I will be subjected to a conditional background check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The City of Charles Town is an equal opportunity employer. The City of Charles Town does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.*