

The City of Oneonta
Application For Employment

The City of Oneonta is an Equal Opportunity Employer and is committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

| | | | | |
|--|---------------|--|-------|-----|
| Address | | City | State | Zip |
| Phone Number | Mobile Number | Email Address | | |
| Were You Previously Employed With The City? Yes <input type="checkbox"/> No <input type="checkbox"/> | | If So, When? | | |
| Are You Legally Authorized to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Have You Ever Been Convicted Of A Felony? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |

Position

| | | |
|--|----------------------|-------------|
| Position You Are Applying For | Available Start Date | Desired Pay |
| Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary | | |

Shift Availability

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------------|--------|---------|-----------|----------|--------|----------|--------|
| From | | | | | | | |
| To | | | | | | | |
| Overnight (yes/no) | | | | | | | |

Education

| Education | Name and Location | No. of Yrs. Attended | Degree Received | Subjects studied/Major |
|--|-------------------|----------------------|---|------------------------|
| High School | | | Do you have your Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| College or University | | | | |
| College or University (if applicable) | | | | |
| Trade, Business or Correspondence School. | | | | |
| Military Service? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Rank | | |

References

| Name | Title | Company | Phone |
|------|-------|---------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Employment History

| | | |
|---|---|---------------------------|
| Employer (1) | Job Title | Dates Employed |
| Work Phone | May We Contact Them For A Reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Pay Rate |
| Location (Address, city, state, zip) | | Reason for Leaving |
| Employer (2) | Job Title | Dates Employed |
| Work Phone | May We Contact Them For A Reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Pay Rate |
| Location (Address, city, state, zip) | | Reason for leaving |
| Employer (3) | Job Title | Dates Employed |
| Work Phone | May We Contact Them For A Reference? Yes <input type="checkbox"/> No <input type="checkbox"/> | Ending Pay Rate |
| Location (Address, city, state, zip) | | Reason for Leaving |

SKILLS & CERTIFICATIONS

List any and all skills, abilities, certifications, etc., required for this position, or that you feel are applicable to the position for which you have applied.

| | | |
|---|--------------------------------|--------------------------|
| How did you Hear about this Opening? | Walk In– Public Bulletin Board | <input type="checkbox"/> |
| | Current Employee | <input type="checkbox"/> |
| | Newspaper Advertisement | <input type="checkbox"/> |
| | City Website | <input type="checkbox"/> |
| | Other (Explain) | <input type="checkbox"/> |

Signature Disclaimer ****Please Read Carefully****

I certify that the information given herein to be true and complete. In the event of employment, I understand that false or misleading information given in my application or inter-view (s) may result in my discharge. I understand that this application is not and is not in-tended to be a contract of employment.

Unless I checked "No" to indicate that I do not want the City to contact a former employer to obtain an employment reference and gave the reason for that choice, I authorize each person, school and former employer identified in this Application to provide the City of Oneonta with any information that the City may request. I authorize the City to conduct a complete background investigation to verify the accuracy of information in this Application, and I authorize the City to obtain complete information concerning any conviction or guilty plea for any crime. I consent to the release of all such information to the City, and I release each person, school, employer, or agency from any liability or damage related in any way to the furnishing of such information.

I also authorize the City to conduct a motor vehicle records check of my driving record and I consent to the disclosure of my driving record to the City, including driver's license number, and record of vehicle accidents, traffic violations and driver status.

I understand that once I submit this Application, the Application becomes the property of the City of Oneonta and that my application may be considered a public record subject to disclosure to the public.

I understand that if I am hired by the City, the terms and conditions of my employment are governed by the City's *Personnel Rules, Policies and Procedures*. I acknowledge that no representations or promises of any kind have been made to me to induce me to accept employment with the City.

I understand that the City of Oneonta is a Drug-Free Workplace, and that persons hired in certain job classifications are required to undergo a physical examination and a drug/alcohol test before beginning work for the City and at any time specified by the City's *Personnel Rules, Policies and Procedures*. I understand that any offer of employment for these jobs is conditioned upon satisfactory completion of the physical examination and drug/alcohol test.

I understand that federal law requires me to provide proof of identification and employment eligibility.

By my signature, I certify that I have read, understand and agree with the Applicant's Consent and Agreement.

| | |
|----------------------------|------------------|
| Name (Please Print) | Signature |
| Date | |