

City of Washburn Employment Application

Date: _____

Full Name: _____

Address: _____
Last First Middle
Number & Street City State Zip

Phone: Home: (____) _____ Cell: (____) _____

Email: _____

Employment position(s) applying for: _____

- Temporary work – such as summer work? ____ Yes or ____ No
- Regular part-time work? ____ Yes or ____ No
- Regular full-time work? ____ Yes or ____ No

What days and hours are you available for work? _____

If hired, on what date are you available to start working? _____

Can you work on weekends? ____ Yes or ____ No

Can you work evenings? ____ Yes or ____ No

Are you available to work overtime? ____ Yes or ____ No

Salary Desired: \$ _____

Personal Information

Are you over the age of 18? ____ Yes or ____ No

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? ____ Yes or ____ No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? ____ Yes or ____ No

If yes, please describe the crime-state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School

School Name: _____

School Address: _____
Street City State Zip

Number of years completed: _____ did you graduate? ____ Yes or ____ No

College/University

School Name: _____

School Address: _____

Street

City

State

Zip

Number of years completed: _____ did you graduate? ____ Yes or ____ No

Degree/diploma earned: _____

Vocational School

School Name: _____

School Address: _____

Street

City

State

Zip

Number of years completed: _____ did you graduate? ____ Yes or ____ No

Degree/diploma earned: _____

Military

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related details: _____

Work Experience

Please list your work experience for the past 5 years beginning with your most recent job held.

Name of Employer: _____

Address: _____

Street

City

State

Zip

Phone Number: _____ Employment dates from: _____ to: _____

Reason for leaving (be specific): _____

Name of last supervisor: _____

Your last job title: _____

List the jobs you held, duties performed, skills used or learned while you worked at this company:

Ok to contact prior employer: ____ Yes or ____ No

Name of Employer: _____

Address: _____

Street

City

State

Zip

Phone Number: _____ Employment dates from: _____ to: _____

Reason for leaving (be specific): _____

Name of last supervisor: _____

Your last job title: _____

List the jobs you held, duties performed, skills used or learned while you worked at this company:

Ok to contact prior employer: ____ Yes or ____ No

References (no former employers or relatives)

Name:

Occupation:

Contact Number:

Briefly describe why you desire a position with this company and why you think you would make a valuable employee to the City of Washburn:

It is understood that, if my application is considered favorable, any false or misleading statement on this application will be considered sufficient cause for dismissal.

Signed: _____ Date: _____
(Applicant's Signature)