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"AT WILL EMPLOYEES"

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515 WEST WASHINGTON - PO BOX 1845 - JONESBORO, AR 72403-1845 - (870) 933-4640 - FAX - (870) 933-4652

Application for Employment

(Pre-Employment Questionnaire) - (An Equal Opportunity Employer)

PERSONAL INFORMATION

DATE _____

Name _____
LAST FIRST MIDDLE

Present Address _____
STREET CITY STATE ZIP

Permanent Address _____
STREET CITY STATE ZIP

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? [] Yes [] No

Are You Either a U.S Citizen Or An Alien Authorized To Work In the United States? [] Yes [] No

EMPLOYMENT DESIRED

Date You Can Start _____ Salary Desired _____

Position _____

Are You Employed Now? Yes No

Are you related to any member of the City Council or any other person who works for the City? If yes, what is their name, where do they work and what is your relationship? [] Yes [] No

EDUCATION

Table with 5 columns: Education Level, Name and Location, No. of Years, Did You Graduate, Subjects Studied. Rows include High School, College, Trade/Business/Correspondence School.

GENERAL

List All Licenses You Now Hold (Driver's, Electricians, Etc.) _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____

Present Membership In National Guard or Reserves _____

Have you plead guilty, no contest or been convicted under any criminal law? (Exclude minor traffic violations and juvenile convictions) Yes No

If yes - please explain: _____

FORMER EMPLOYERS

You Must Provide A Phone Number For All Current And Former Employers

Date Month and Year	Name and Phone Number	Salary	Position	Reason for Leaving
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

May We Contact Your Current Employer Yes NO

REFERENCES

Give the Names of Three Persons Not Related To You Whom You Have Know At Least One Year

NAME	Telephone Number	Business	Years Acquainted

Please list any additional experience or training you have which might in your opinion qualify you for the position you are applying for: _____

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the "At Will Employment" status nor does it create an employment contract for any specific period of time.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated with my full permission, and any misrepresentations may cause my application to be rejected or my employment terminated.

I authorize any former employer to release to the city or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that this appointment will be at the discretion of the department head concerned, subject to the approval of the Mayor and that this application is the property of the City and will become a part of my file if I am accepted for employment.

Signature of Applicant: _____ Date: _____

CITY OF JONESBORO

Dear Applicant:

The City of Jonesboro is an Equal Opportunity/Affirmative Action employer. Your completion of this form is purely voluntary and will not, in any way, affect your consideration. It is requested solely to fulfill our reporting requirements of EEO/AA. This insert will be separated and maintained from your application.

Position applied for (Please Specify) _____

How were you referred to the City for employment?

AD Walk In Agency (Specify) _____

Employee (Who?) _____ State Employment Service

Other _____

Are You? Male Female White (Not of Hispanic Origin)

Black (Not of Hispanic Origin) Hispanic Asian or Pacific Islander

American Indian or Alaskan Native

Social Security Number ____ - ____ - ____

Applicants Name (Please Print)

Applicants Signature

Date

THANK YOU FOR YOUR ASSISTANCE