



The City of Riceboro
P.O. Box 269
Riceboro, Georgia 31323

Application for Employment for the City of Riceboro

The City of Riceboro is an Equal Opportunity Employer. Access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the City of Riceboro. Prospective employees will receive consideration without discrimination because of race, sex, age, national origin, or handicap. We are an equal opportunity employer.

*Please Read the entire application and complete by printing in ink. When accurately completed in its entirety, this application is subject to verification before any offer of employment is considered. It is the applicant's responsibility to notify The City of Riceboro of any changes to the information provided in this application.

Position(s) applied for _____ Date of application ___/___/___

Name _____ Social Security # _____ - _____ - _____

Address _____

Telephone # (____) _____ Mobile/Beeper/Other (____) _____

E-mail Address _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no please explain _____

Are you legally eligible for employment in this country? Yes No

Date available for work ___/___/___ What is your desire salary range? \$ _____

Type of employment desired Full-Time Part-Time Temporary Seasonal

Educational Co-op

Are you able to meet the attendance requirements of the position? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

A CRIMINAL RECORD WILL NOT NECESSARILY EXCLUDE YOU FROM EMPLOYMENT BUT WILL BE CONSIDERED CONSISTENT WITH ANY APPLICABLE STATE OR FEDERAL LAW. FACTORS SUCH AS AGE AT THE TIME OF THE OFFENSE, REHABILITATION EFFORTS, RECENCY AND SERIOUSNESS OF THE CRIME WILL BE TAKEN INTO ACCOUNT. THE RELATIONSHIP BETWEEN THE OFFENSE AND THE JOB APPLIED FOR WILL ALSO BE WEIGHED.

If yes, please provide date(s) and detail(s) _____

Are there any reasons for which you might not be able to perform the job duties? Yes No, if yes please explain _____

EDUCATIONAL BACKGROUND

School	Name and location	Course of Study	No. of years completed	Did you graduate	Degree or diploma
College					
High					
Trade					
Other					

MILITARY TRAINING

Complete this section if you served in the U.S. Armed Forces	Branch of Service
Describe your duties and any special training	Period of

OFFICE AUTOMATION SKILLS

Typing (wpm) Word Processing Excel E-Mail
 PowerPoint Database Management Other Applications

OTHER RELEVANT COURSES OR MILITARY TRAINING

Course Title	Length of Course

EMPLOYMENT HISTORY

Please provide the following information about your current and past employer(s). Start with the most recent employer. Experience obtained over ten years ago that is relevant to the position you are applying must be included in your work history summary. Attach additional sheet(s) if necessary. You may include a resume with this application, **but all information on the application must be completed. DO NOT STATE "SEE RESUME"**. Use the space provided on the last page to account for any periods of unemployment of one month or more.

Employer:	From:
Address:	To:
Supervisor: Title:	Telephone Number:
Starting Position:	Starting Base Pay:
Last Position:	Final Base Pay:

Description of Duties:

Employer:	From:
Address:	To:
Supervisor: Title:	Telephone Number:
Starting Position:	Starting Base Pay:
Last Position:	Final Base Pay:

Description of Duties:

Employer:	From:
Address:	To:
Supervisor: Title:	Telephone Number:
Starting Position:	Starting Base Pay:
Last Position:	Final Base Pay:

Description of Duties:

Employer:	From:
Address:	To:
Supervisor: Title:	Telephone Number:
Starting Position:	Starting Base Pay:
Last Position:	Final Base Pay:

Description of Duties

REFERENCES

<u>Name</u>	<u>Address</u>	<u>Business</u>	<u>Years Acquainted</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			

We may contact your previous employer, unless you indicate those you do not want us to contact

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature