

EMP

Date Filed: _____

PREVIOUS EDITIONS OF THE
FORM ARE OBSOLETE

FORM INITIATED:
August 26, 2009



Town of Bowling Green Employment Application

This application provides information to the Town of Bowling Green for purpose of considering the applicant for employment with the Town of Bowling Green. Information requested is of a personal nature and will be safeguarded in accordance with current policies and laws. The Town of Bowling Green is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Consideration for Which Position:

Applicant

Name

Social Security Number

Daytime Telephone Number

Mailing Address

Physical Address

Are you 18 years old or older?

Yes

No

Education

High School Attended

Dates Attended

Did you graduate from High School

Yes

No

College or University Attended

Dates Attended

Did you graduate from College/University?

Yes

No

Education (Continued)

Trade/Business School Attended _____

Dates Attended _____

Did you graduate from Trade/Business School?

Yes

No

Job Related or Special Skills (Use both lines if needed)

Degrees Awarded

List any current licenses

Other Information

Have you ever been convicted of a felony or a crime involving moral turpitude?

Yes

No

(**Moral Turpitude** - conduct that is considered contrary to community standards of justice, honesty, or good morals. Crimes involving moral turpitude have an inherent quality of baseness, vileness, or depravity with respect to a person's duty to another or to society in general. Examples include rape, forgery, theft, perjury, vice crimes, bigamy, and robbery.)

If yes, explain: _____

Do you possess a current driver's license?

Yes

No

Are there any traffic or moving violations associated with your driving record?

Yes

No

If yes, list the violation and the date it occurred: _____

Employment History - Please list your last four employers, starting with the last one first.

Date of Employment	Name and Address of Employer	Salary Upon Leaving	Position	Reason for Leaving

References - Please list three persons not related to you, whom you have known at least one year.	
Name:	Telephone #:
Name:	Telephone #:
Name:	Telephone #:
Name:	Telephone #:

Certification and Authorization by Applicant

I certify the facts contained in this application (and accompanying resume and attachments, if any) are true and complete to the best of my knowledge and any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Town of Bowling Green. I understand my employment is conditioned on a background check. I authorize the Town of Bowling Green to thoroughly investigate all statements contained in my application and the documentation submitted with my application, and I authorize my former employers and listed references to disclose information regarding my former employment, character, and general reputation to the Town of Bowling Green, without giving me prior notice of such disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term and I may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Town of Bowling Green. No promises regarding employment have been made to me, and I understand no such promise or guarantee is binding upon the Town of Bowling Green unless made in writing. If I am offered employment, I agree to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town of Bowling Green and as permitted by law. I consent to such examinations and tests, and I request the examining doctor disclose to the Town of Bowling Green the results of the examination and such results shall remain confidential and segregated from my personnel file. I understand my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired, a condition of employment will be compliance with the Town of Bowling Green's Drug and Alcohol Policy. I understand completion and submission of this application does not indicate there is a position open and does not obligate the Town of Bowling Green to hire. If hired, I agree to comply with all Town work rules, policies and procedures. The Town of Bowling Green retains the right to revise its policies and procedures, in whole or in part, at any time.

Date

Applicant Signature

Maintain application on file for six (6) months for future job announcements.

Yes

No