

Employment Application



An Equal Opportunity Employer

Date

PERSONAL INFORMATION	Print name		Last		First		Middle		
	Other names by which you may be known:					Day Telephone Number			
	Mailing Address			City	State	Zip Code	Evening Telephone Number		
	Street Address			City	State	Zip Code	Are you legally eligible for employment in the United States?		
	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Position or type of work desired			Wage/Salary expected		Are you available for: <input type="checkbox"/> Full-time work <input type="checkbox"/> Part-time work <input type="checkbox"/> Seasonal work			
	Will you work overtime and outside your regular work schedule if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	How did you learn of our job opening?			Have you ever been employed by Price City? If so when and what department?					
	List the names of any relatives, including those by marriage or adoption, currently employed by Price City.								

Account for all periods of employment and unemployment, including military. **Beginning with your present employer**, list all employers for whom you have worked, either full-time or part-time, since you completed your full-time education or the last 15 years. Describe, giving dates and reasons, each period of unemployment on a separate sheet and attach to this application. Indicate employers whom you **DO NOT** want contacted for a reference.

EMPLOYMENT HISTORY	Employed	Company Name and address	Supervisor	Pay rate	
	From				
	To	Type of business	Telephone	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
	Ok to contact?			<input type="checkbox"/> Temporary	
	Job title and duties:		Reason for leaving:		
	Employed	Company Name and address	Supervisor	Pay rate	
	From				
	To	Type of business	Telephone	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
	Ok to contact?			<input type="checkbox"/> Temporary	
	Job title and duties:		Reason for leaving:		
	Employed	Company Name and address	Supervisor	Pay rate	
	From				
	To	Type of business	Telephone	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
	Ok to contact?			<input type="checkbox"/> Temporary	
	Job title and duties:		Reason for leaving:		
	Employed	Company Name and address	Supervisor	Pay rate	
From					
To	Type of business	Telephone	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		
Ok to contact?			<input type="checkbox"/> Temporary		
Job title and duties:		Reason for leaving:			

EDUCATION AND SKILLS	School	Name and Location	Graduated (Yes or No)	Major Course of Study	Date Completed
	High School				
	College/University				
	Business/Trade				
	Other				
	List other types of skills, and proficiencies where applicable.				
Clerical (i.e. typing, word processing, computer software skills, etc.)					
Equipment (i.e. backhoe, loader, forklift, etc.)					
Verbal Languages (Indicate ability to read, write or speak)					
Other					

REFERENCES	List three persons who can objectively assess your professional and/or scholastic performance.			
	Name	Relationship / Title	Address	Telephone

OTHER	For Positions That May Involve or Require Driving or Operating Price Municipal Corporation Vehicles	
	Driver's License	License issued by State of
	What type of Driver's License do you have (check one): <input type="checkbox"/> CDL (Commercial) <input type="checkbox"/> Operators	Have you been convicted of a DUI or DWI within the past 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is your license presently restricted, suspended or revoked: If yes, the date it began _____	<input type="checkbox"/> Yes <input type="checkbox"/> No and the date ended (or will end) _____

IMPORTANT: READ CAREFULLY. AS AN APPLICANT, YOU AGREE TO AND UNDERSTAND THE FOLLOWING:

CERTIFICATION: I certify that the information on this application is true, correct and complete; and I understand that any misleading information, omission or falsification of this information is grounds for rejection of this application or my dismissal from employment.

AUTHORIZATION: I authorize Price City to verify the information set forth in this application and to obtain additional information relating to my employment background, character, and qualifications such as driving records, background checks, credit checks, drug screens and physicals. I authorize all persons, schools, companies, corporations, credit bureaus, law enforcement agencies, and my present and/or prior employers to supply Price City any information concerning my employment background, character, and qualifications, and release all parties from all liability for any damage resulting from furnishing same to Price City. If a record or report is disputed by you, the applicant, and an employment decision is based on that information you may have a reasonable opportunity to investigate and correct the record.

COMPLIANCE: I agree to comply with all company policies, rules, and regulations now or hereafter effective.

CONSENT: I hereby consent to a pre-employment, post-offer medical examination and inquires, and alcohol, drug, and substance screening, and I understand that any offer of employment will be contingent upon satisfactory results of such examination inquiries and screening. I also consent to personal information associated with my employment being stored, or processed as required for the purposes of my employment by Price City on condition that Price City will, so far as possible, keep such information confidential. If a record or report is disputed by you, the applicant, and an employment decision is based on that information you may have a reasonable opportunity to investigate and correct the record.

VERIFICATION: If employed, I promise, as a condition of employment, that I will within three days of starting work submit to the Human Resources Department verification of my U.S. employment eligibility as required by law.

I hereby acknowledge that I have carefully read, understand, and agree to the above.

Date _____ Name _____ Signature _____