

City of Elba

200 Buford Street
Elba, AL 36323
(334) 897-2333

www.elbaalabama.net



Employment Application An Equal Opportunity Employer

Date: _____

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of birth (mm/dd) _____ Driver's License Number: _____ State: _____

Position Applied for: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Check all that apply: Full time: _____ Part Time: _____ Seasonal _____ Temporary _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Will you work overtime, if requested? YES ☐ NO ☐ Will you travel, if required? YES ☐ NO ☐

Have you ever been employed with the City? YES ☐ NO ☐ If yes, when? _____

Are any of your relatives employed by the City? YES ☐ NO ☐ If so, who? _____

Convictions

Have you ever been convicted of a felony?

YES ☐ NO ☐

Have you ever been convicted of a misdemeanor committed within the past five years, or were you imprisoned for a misdemeanor, which occurred more than five years ago?

YES ☐ NO ☐

If yes to either of the above questions, please explain in detail and include date(s) of conviction. This information will not necessarily disqualify you as an applicant for employment:

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Date: _____

Work History – List Current or Most Recent First

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

List any skills or other qualifications for the position which you feel should be considered:

In what business, professional, or civic organization are you active? Exclude those indication race, color, religion, national origin, sex, age or disability. List any honors or awards which are significant. List all licenses.

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Education

Do you have a high school diploma or GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
High School: _____	Address: _____		
From: _____ To: _____	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Diploma: _____	
College: _____	Address: _____		
From: _____ To: _____	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree: _____	
Post Graduate Schools: _____	Address: _____		
From: _____ To: _____	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree: _____	
Other: _____	Address: _____		
From: _____ To: _____	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree: _____	

Military Service

Were you in the U.S. armed forces?
(Military experience should also be listed in the employment history section of this application)

YES ☐ NO ☐

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references that we may contact:

Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	
Full Name: _____	Relationship: _____
Company: _____	Phone: _____
Address: _____	

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____