Application
For
Employment

An equal Opportunity Employer

City of Ash Flat
P.O. Box 280
Ash Flat, AR 72513-0280

We are pleased that you are interested in employment with us. We offer equal opportunities to all persons without regard to race, color, religion, age, sex, national origin, handicap or veteran status. Please complete this application form in ink in your own handwriting. Answer all questions fully since all statements made by you will be checked for accuracy. We will give this application every consideration, however, accepting it does not imply a commitment of employment.

THIS APPLICATION FOR EMPLOYMENT WILL BE REMOVED FROM OUR ACTIVE FILES AFTER 90 DAYS. UNLESS RENEWED BY THE APPLICANT.
### Application Form

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Date Available for Employment</th>
<th>Type of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Full time</td>
</tr>
</tbody>
</table>

| Name: ___________________________ | SS # ______________________ | / / /   |
| Last | First | Middle |

| Present Address | Phone # ______________________ |
| Street No. | City | State | Zip Code |

Previous Address (if at present address less than one year)

| Street No. | City | State | Zip Code |

| Position(s) Applied For: ___________________________ | Location Preference (if any) ___________________________ |

If applying for part time position: Days _______ Hours from A.M. _______ to P.M. _______; Shift Preference: 1st _______ 2nd _______ 3rd _______

Are you over the age of 18? Yes ___ No ___ If no, employment subject to verification of minimum legal age by age certificate of work permit.

Do you have the legal right to live and work in the U.S.? Yes ___ No ___ If not a U.S. Citizen, please provide proof that you can legally be employed in the United States (Form Nos. 1-151 or 1-94)

Have you ever applied for employment with us before? Yes ___ No ___ If yes, when ____________________ (Date)

Have you ever been employed by us? Yes ___ No ___ If yes, from _____________(mo./yr.) to _____________(mo./yr.)

How were you referred to us? Employee referral ____ Newspaper ad ____ College recruitment ____ Walk in ____ Other ___________

Are you presently employed? Yes ___ No ___

If now employed, does your employer know of your plans to change employment? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Why do you desire to make a change in employment at this time? __________________________________________________________________________

Have you ever been discharged or asked to resign from a position? Yes ___ No ___

If so, explain __________________________________________________________________________

Have you ever held a position of trust (handling monies, securities or confidential material)? Yes ___ No ___

Have you ever been bonded? Yes ___ No ___

Have you ever been convicted of any crime, other than minor traffic violations, since the age of 18 or within the last five years? Yes ___ No ___ If yes, state details (date, offense, place of occurrence)

Do you have any physical defects, or impediments which, in any way, might hinger your ability to perform the job for which you have applied? Yes ___ No ___ If yes, please explain __________________________________________________________________________

Do you have steady transportation to work? Yes ___ No ___

If applying for a position requiring the driving of a motor vehicle, do you have a valid license for the type vehicle to be operated? Yes ___ No ___ If so, expiration date _____________ license # _____________ state of issue _____________
Describe any other specialized professional training (such as technical, correspondence, or night school courses):

Specify professional designations, certificates, licenses, or registrations held

Issued in what State ____________________________ Expiration Date ____________________________

Complete if applying for a clerical position: List machines you can operate:

( ) Typewriter __________ WPM ( ) Calculator ( ) Multilith
( ) Stenotype __________ WPM ( ) Switchboard ( ) Bookkeeping Machine
( ) Addressograph ( ) Mimeograph ( ) Key Punch
( ) Ditto ( ) Teletype ( ) Other
( ) Dictaphone ( ) Computer Terminal

Shorthand Speed __________ WPM

Data Processing or Accounting Positions:
Please indicate speciality ____________________________
Other skills which would be of assistance in determining qualifications for employment ____________________________

Have you served in the armed forces? ( ) yes ( ) no If yes, From ________________ To ________________

Which Service? ____________________________ What branch of that service? ____________________________

Starting rank ________ Final rank ________ What were your duties? ____________________________

List schooling and special training received in service with approximate time ____________________________

List personal references (Do not include relatives or former employers)

Name ____________________________ Address ____________________________ Occupation ____________________________

Name ____________________________ Address ____________________________ Occupation ____________________________

Name ____________________________ Address ____________________________ Occupation ____________________________
**Start with most recent or present employer.**

<table>
<thead>
<tr>
<th>1. Name of employer</th>
<th>Address</th>
<th>Telephone No.</th>
<th>Immediate Supervisor (Name and Position)</th>
<th>Date Hired</th>
<th>Starting Rate</th>
<th>Present or Final Position</th>
<th>Date Left</th>
<th>Final Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Name of employer</th>
<th>Address</th>
<th>Telephone No.</th>
<th>Immediate Supervisor (Name and Position)</th>
<th>Date Hired</th>
<th>Starting Rate</th>
<th>Present or Final Position</th>
<th>Date Left</th>
<th>Final Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Name of employer</th>
<th>Address</th>
<th>Telephone No.</th>
<th>Immediate Supervisor (Name and Position)</th>
<th>Date Hired</th>
<th>Starting Rate</th>
<th>Present or Final Position</th>
<th>Date Left</th>
<th>Final Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Job Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**JOB APPLICANTS AGREEMENT AND CERTIFICATION**

"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way, that I may be subject to dismissal without notice, if and when discovered. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, doctors, all references and other persons to answer all questions asked concerning my ability, character, reputation, and previous employment records. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents to come to work promptly, and I am not to be absent for any reason without prior notice to my supervisor."

"I agree to be employed on a ________ calendar day's probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and, if employed, I agree to abide by all present and subsequently issued personnel polices and rules."

**DATE**

**SIGNATURE OF APPLICANT**

**RECORDS OF INTERVIEWS**

<table>
<thead>
<tr>
<th>INTERVIEWED BY</th>
<th>DEPARTMENT</th>
<th>DATE</th>
<th>COMMENTS AND RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If accepted for employment

Starting Date __________________________ Starting Rate __________________________ Employee Number __________________________

Position __________________________ Department __________________________ Location __________________________

Date __________________________ Employed By __________________________

Date __________________________ Approved By __________________________