



APPLICATION FOR EMPLOYMENT CITY OF VALLEY

(Please Print)

We are an equal Opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religious preference, marital status, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information

Name: Last _____ First _____ Middle _____

Present Address _____

Permanent Address (if different than above) _____

Social Security Number _____ Telephone _____

Position Applied For: _____

Type of Position Desired: Part-Time Full-Time

1. Is there any information we would need about your name or use of another name for us to be able to check your work record?
Please specify:

2. Do you have any relatives who are presently (or have formerly been) employed by The City of Valley? (Please list names)

3. Have you ever been convicted of a felony? Yes No If yes, please explain:

4. Do you have experience operating heavy equipment or large trucks? Yes No If yes, explain: What Type

5. Computer Skills: MS Word MS Excel MS Access Word Perfect
 MS Power Point Adobe PhotoShop

Other Programs _____

6. Do You Have A Drivers license? Yes No

If Yes, What is the Number _____ State _____

II. Education History

School Name / City/State	Years Completed	Degree / Diploma
Elem. / Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

III. Employment Record (Start with Current or Most Recent Employer; include at least 10 years of employment)

- | | |
|---|----------------------------------|
| _____
Company Name (Current or Most Recent Employer) | _____
Position Held |
| _____
Address | Dates Employed: _____
From To |
| _____
Manager / Supervisor | _____
Telephone Wage / Salary |
| _____
Reason for Leaving | |
- | | |
|-------------------------------|----------------------------------|
| _____
Company Name | _____
Position Held |
| _____
Address | Dates Employed: _____
From To |
| _____
Manager / Supervisor | _____
Telephone Wage / Salary |
| _____
Reason for Leaving | |
- | | |
|-------------------------------|----------------------------------|
| _____
Company Name | _____
Position Held |
| _____
Address | Dates Employed: _____
From To |
| _____
Manager / Supervisor | _____
Telephone Wage / Salary |
| _____
Reason for Leaving | |

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this applications unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion.

(Employer's Name) Reason

(Employer's Name) Reason

IV. References *Please do not include relatives or former employers.*

1. _____
Name _____ Years Known _____

Address, (City, State, Zip Code) _____ Telephone _____

Occupation _____

2. _____
Name _____ Years Known _____

Address, (City, State, Zip Code) _____ Telephone _____

Occupation _____

3. _____
Name _____ Years Known _____

Address, (City, State, Zip Code) _____ Telephone _____

Occupation _____

V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work? _____

2. Do you have any objection to working overtime? () Yes () No

3. Can you work overtime without prior notice? () Yes () No

4. Can you work on Saturday? () Yes () No

5. Can you work on Sunday? () Yes () No

6. Can you travel if required by this position? () Yes () No

VI. Salary / Hourly Rate Requirements

If your application receives favorable considerations, what salary / hourly rate would you require?

\$ _____ per _____

Email Address

I understand that if the information given above, by me, is false it will result in the application not being considered or termination if I have already been hired.

Signature

APPLICANT'S CONSENT FOR SUBSTANCE-ABUSE TESTING

The undersigned applicant for employment with the City of Valley, Alabama, understands that I will be required to take a physical examination in connection with my application for employment by the City. I further understand that this examination will include certain tests for drugs, and other substances subject to abuse.

I consent to a pre-employment physical examination which includes tests for such drugs and substances subject to abuse and authorize the medical personnel retained by the City to release to appropriate personnel with the City any information pertinent to my employment, including the results of any of the above-mentioned tests. I understand and agree that a positive test result will prevent my being hired.

I hereby release and agree to hold harmless and covenant no to sue the City, its officers, directors, employees, agents, or representatives for any claims and liabilities which may arise in regard to the taking of such tests and the use of information obtained therefrom.

If applicant is a minor, I certify that the signature so designated below is that of my parent or guardian.

Signature of Applicant

Date

For Use by Minors

Signature of Parent or Guardian

Date

PRE-EMPLOYMENT CONTRACTUAL AGREEMENT

Having submitted an application for employment with the City of Valley, if offered a position I choose not to accept employment, I agree to reimburse the City the full cost for the expenses of pre-employment psychological test, polygraph test, physical examination, drug screening, and background check.

If I leave my employment with the city within six (6) months of my employment, I agree to reimburse all pre-employment expenses, prorated based on length of service.

If the city chooses not to offer me employment for any reason, I will not be responsible for any reimbursement.

I understand that prior to taking any test I may inquire as to the cost.

Applicant signature _____ Date: _____



Candidate Information Release Form

I hereby authorize City of Valley and Lagniappe Resources, Inc. and/or any of their authorized agents to gather information regarding all records including criminal history, educational and professional licenses; written or verbal information from previous employers; any other pertinent information relating to the function of my job. I understand that all inquiries on this form are used for identification purposes only in order to conduct a background check, and are asked for legitimate nondiscriminatory reasons.

I hereby release City of Valley, Lagniappe Resources, Inc. and other references from liability, and understand there is no invasion of privacy. I understand that submission of false information on this or any employment form such as a resume or otherwise disclosed to City of Valley by me may result in non-selection or termination of employment if hired. The following is my complete legal name, and all information is true and correct to the best of my knowledge. This information is used for verification purposes ONLY:

PERSONAL INFORMATION	Last Name, First Name Middle Name (PLEASE PRINT LEGIBLY)			Preferred first name
	Social Security Number	Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
	Have you ever worked or attended school under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all names and time frames utilized:			
	Current Address	City/State	Zip and County	Month/Year – Present
	List previous addresses for past 7 years	City/State	Zip and County	Month/Year – Month/Year
	Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Do not include convictions that have been sealed, expunged or statutorily eradicated. NOTE: A criminal conviction is not automatic grounds for rejection. If yes, Please provide the following details: Offense(s): _____ Date(s) and sentence(s): _____ State(s): _____ County(s): _____ Court(s): _____			

EDUCATION	Name of Institution	City/State	Major/Degree	Graduate	Year
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

DMV	Driver's License #	State Issued
	Print name exactly as it appears on the driver's license	Expiration Date

Candidate's Signature:	Date:
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City of Valley

Fair Credit Reporting Act Disclosure and Authorization

Disclosure Statement

City of Valley, as part of its procedures for considering your application for employment or when making other employment-related decisions directly affecting you, may seek to obtain and use a consumer report or investigative consumer report from a consumer reporting agency in strict compliance with both state and federal law.

A consumer report is a communication of information by a consumer reporting agency that bears on a person's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer report or investigative consumer report may contain public record information including, but not limited to: consumer credit, criminal records, civil records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records and others.

You have the right to request a complete and accurate disclosure of the nature and scope of the investigation and a copy of a summary of your rights under the Fair Credit Reporting Act. Before any adverse action is taken with regard to your application or employment (if any) based entirely or in part on the information contained in a consumer report or investigative consumer report, you will be provided with a copy of the report and a written description of your rights under the Fair Credit Reporting Act (FCRA).

Authorization

By signing below, I, _____ hereby voluntarily authorize City of Valley to obtain consumer reports or investigative consumer reports about me from a consumer-reporting agency and to consider such reports when making decisions regarding my application for employment or employment (if any) at City of Valley. I specifically authorize any party or agency contacted by City of Valley or its agent to furnish the above-mentioned information. I understand that this consent will apply during the course of my employment, if any, and that such consent will remain in effect until revoked in writing. I further understand that any and all information contained in my job application, resume or otherwise disclosed to City of Valley by me may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by City of Valley and confirm that all such information is true and correct.

Applicant/Employee Name

Applicant/Employee Signature

Social Security Number

Date of Birth

Date Completed

For California, Minnesota and Oklahoma Residents Only:

Would you like to receive a copy of your final consumer or investigative consumer report? Yes No