

City of Ventnor

Application of Employment

Today's Date: ___/___/___

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: () _____ - _____

If hired and under the age of 18, can you furnish a work permit? ___Yes ___ No

Are you legally eligible for employment in the United States? ___ Yes ___ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

DESIRED EMPLOYMENT:

Position Applying For: _____ Available Start Date ___/___/___

Will you be able to perform the essential functions of this position, with or without reasonable accommodation?: ___ Yes ___ No

Salary Desired: \$_____ Are You Employed Now? ___Yes ___No

If Yes, Name Employer: _____

Have you ever applied for employment in the City of Ventnor? ___Yes ___ No If yes, when? _____

Have you ever worked for the City of Ventnor? ___Yes ___ No If yes, list dates of employment _____ to _____

EDUCATION:

Level of Education:	School Name and Address	Years Completed	Did you graduate? If yes, indicated type of degree.
High School			
College			
Trade, Vo-Tech or Other			

SPECIAL SKILLS AND QUALIFICATIONS:

Please summarize special skills and qualifications acquired from employment or other experiences which would be pertinent to your application for employment: _____

EMPLOYMENT EXPERIENCE:

Name of Employer	Address, Telephone Number	Dates of Employment – Start and End	Position Held	Salary – Start and End	Reason for Leaving

May we contact the employers listed? ___Yes ___ No

If no, indicate employers you do not wish to be contacted: _____

REFERENCES:

Name	Address, Telephone Number	Association	Years Acquainted

DISCLAIMER

The City of Ventnor is an equal opportunity employer and does not discriminate because of race, creed, color, ancestry, national origin, age, disability, sex, sexual preference, gender identity or expression, marital status, obligation to U.S. Armed Forces, or on the basis of any other characteristic protected by state or federal law. The City of Ventnor is an at-will employer. Nothing on the application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will, is not for any specific time period or duration, and can be terminated with or without reason at any time. The at-will relationship is superseded by Civil Service and other employment relationships, as applicable.

APPLICANT AUTHORIZATION

If employed by the City of Ventnor, I agree to conform to the City’s rules and regulations, as well as any applicable collective bargaining agreement. I further understand that I may be required, as part of the employment process, to undergo a post-offer, pre-employment medical examination and alcohol and drug screening. Any offer of employment is contingent upon, among other things, satisfactory completion of this examination and the determination that I am capable of performing the job with or without reasonable accommodation.

I certify that the statements made by me are true, complete, and correct and understand that any misrepresentation of these facts is cause for immediate discharge.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the City of Ventnor from all liability for any damage that may result from utilization of such information.

Applicant Signature

Date