



# APPLICATION FOR EMPLOYMENT

## EEO/DATA PRIVACY DISCLAIMER

Applicant understands that the City of Hadley is an Equal Opportunity Employer and committed to excellence through diversity, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or age.

The information requested on this Application for Employment is intended to be used only by the City of Hadley, for the sole purpose of determining suitability for employment for the position applied for. All information provided is classified as private data and will not be released by the City of Hadley without consent from applicant, except as required by state or federal law.

In order to ensure this application is accepted for consideration, please complete each section in its entirety. Applicant should verify that answers are true and honest to the best of his/her knowledge.

## PERSONAL INFORMATION

**FULL NAME:** \_\_\_\_\_  
Last First Middle

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER (SSN):** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **DATE OF BIRTH:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**DATE AVAILABLE:** \_\_\_\_\_ **EMPLOYMENT DESIRED:**  FULL-TIME  PART-TIME

**POSITION APPLIED FOR:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT OUR OPENING:** \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

**ARE YOU A U.S CITIZEN OR LEGALLY ELIGIBLE TO WORK IN THE U.S?**  YES  NO\*

**HAVE YOU EVER WORKED FOR THIS EMPLOYER?**  YES\*  NO

**\*IF YES, LIST POSITION & START/END DATES:** \_\_\_\_\_

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?**  YES\*  NO

**\*IF YES, PLEASE EXPLAIN:** \_\_\_\_\_



**EMPLOYER 2:** \_\_\_\_\_  
Company / Individual

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATES EMPLOYED:** \_\_\_\_\_ **ENDING PAY: \$** \_\_\_\_\_  **HOURLY**  **SALARY**

**JOB TITLE:** \_\_\_\_\_ **MAY WE CONTACT EMPLOYER?**  **YES**  **NO**

**JOB DUTIES:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**EMPLOYER 3:** \_\_\_\_\_  
Company / Individual

**ADDRESS:** \_\_\_\_\_  
Street Address Apt/Suite  
\_\_\_\_\_  
City State Zip Code

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATES EMPLOYED:** \_\_\_\_\_ **ENDING PAY: \$** \_\_\_\_\_  **HOURLY**  **SALARY**

**JOB TITLE:** \_\_\_\_\_ **MAY WE CONTACT EMPLOYER?**  **YES**  **NO**

**JOB DUTIES:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**PERSONAL STATEMENT**

**PLEASE EXPLAIN WHY YOU ARE INTERESTED IN THE POSTION AND WHAT YOU HOPE TO ACCOMPLISH IF SELECTED FOR EMPLOYMENT WITH THE CITY OF HADLEY:**

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**REFERENCES**  
(PROFESSIONAL ONLY)

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
Last First

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
Last First

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
Last First

**COMPANY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BACKGROUND CHECK CONSENT**

**IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?**  YES  NO

**CERTIFICATION, ACKNOWLEDGEMENT, RELEASE**

**I certify** that the information provided on this Application for Employment is true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for immediate termination should I be employed by the City of Hadley.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the appointing authority has been made and that, until such approval has occurred, the City of Hadley shall not be liable for reliance on any oral or written offers of employment made to me.

**I hereby release** the City of Hadley and all former employers and references listed herein and any and all agents acting on behalf of the City of Hadley from any and all liability of whatever nature, by reason of requesting or providing such information.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_