

# TOWN OF SHELBY APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_

Type of Employment Desired? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary? \_\_\_\_\_

I am legally eligible for employment in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

I am seeking a permanent position: Yes \_\_\_\_\_ No \_\_\_\_\_ I am able to work the following shifts: (check all that apply)

1<sup>st</sup> Shift? Yes \_\_\_\_\_ No \_\_\_\_\_ 2<sup>nd</sup> Shift? Yes \_\_\_\_\_ No \_\_\_\_\_ 3<sup>rd</sup> Shift? Yes \_\_\_\_\_ No \_\_\_\_\_

On Call? Yes \_\_\_\_\_ No \_\_\_\_\_ Work over time? Yes \_\_\_\_\_ No \_\_\_\_\_

Dates and Times Available (indicate a.m. and/or p.m.) Sunday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_, Monday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_, Tuesday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

\_\_\_\_\_, Wednesday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_, Thursday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_ Friday a.m. \_\_\_\_\_ p.m. \_\_\_\_\_, Provide a valid Wisconsin Driver's

License? Yes \_\_\_\_\_ No \_\_\_\_\_,

CDL License? Yes \_\_\_\_\_ No \_\_\_\_\_, Endorsement(s): Hazardous Material? Yes \_\_\_\_\_ No \_\_\_\_\_, Passengers? Yes \_\_\_\_\_ No \_\_\_\_\_,

Tankers? Yes \_\_\_\_\_ No \_\_\_\_\_, Tank with Hazardous Materials? Yes \_\_\_\_\_ No \_\_\_\_\_, Snow Plow? Yes \_\_\_\_\_ No \_\_\_\_\_

Date available to start work? \_\_\_\_\_

## EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ _____ _____ Pay: \$ Per: _____	Position title/duties, skills: _____ _____ _____ Supervisor: _____ Telephone: _____	Start date: _____ End date: _____ Reason for leaving: _____ _____ _____ _____ Start date: _____ End date: _____ Reason for leaving: _____ _____ _____ _____ Start date: _____ End date: _____ Reason for leaving: _____ _____ _____ _____ Start date: _____ End date: _____ Reason for leaving: _____ _____ _____ _____ Start date: _____ End date: _____ Reason for leaving: _____ _____ _____ _____ Pay: \$ Per: _____
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**EDUCATION**

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical				
Additional				

**MILITARY**

Are you a veteran? ☐ Yes ☐ No  
Duty/specialized training: \_\_\_\_\_

**SKILLS & QUALIFICATIONS**

Other qualifications such as special skills, abilities or honors that should be considered: \_\_\_\_\_

Types of computers, software, and other equipment you are qualified to operate or repair: \_\_\_\_\_

Professional licenses, certifications or registrations: \_\_\_\_\_

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention: \_\_\_\_\_

**REFERENCES**

List two personal references who are not relatives.

Name	Address	Telephone	Occupation	Years known
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**CONTACT**

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**INFORMATION TO THE APPLICANT**

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

Developed at employer request by the Alaska Department of Labor & Workforce Development, Employment Security Division.