

# City of Elba

200 Buford Street  
Elba, AL 36323  
(334) 897-2333

[www.elbaal.gov](http://www.elbaal.gov)



## Employment Application An Equal Opportunity Employer

Date: \_\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Check all that apply: Full time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Seasonal \_\_\_\_\_ Temporary \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Will you work overtime, if requested? YES  NO  Will you travel, if required? YES  NO

Have you ever been employed with the City? YES  NO  If yes, when? \_\_\_\_\_

Are any of your relatives employed by the City? YES  NO  If so, who? \_\_\_\_\_

### Convictions

Have you ever been convicted of a felony?

YES  NO

Have you ever been convicted of a misdemeanor committed within the past five years, or were you imprisoned for a misdemeanor, which occurred more than five years ago?

YES  NO

If yes to either of the above questions, please explain in detail and include date(s) of conviction. This information will not necessarily disqualify you as an applicant for employment:

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### Education

Do you have a high school diploma or GED? YES  NO  Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_  
College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
Post Graduate Schools: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

### Military Service

Were you in the U.S. armed forces?  
(Military experience should also be listed in the employment history section of this application) YES  NO

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### References

Please list three professional references that we may contact:

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_