

GENERAL INFORMATION		
Name (last, first, middle initial)	Social Security No. (Optional)	
Street Address	City, State, Zip	
Home Phone No.	Work Phone No.	Message Phone No.
Are you authorized to work in the United States? Proof of Authorization will be required post hire. Yes No		
TRAINING AND EDUCATION		
CIRCLE HIGHEST GRADE COMPLETED: 8 9 10 11 12		
Colleges/other training	Major/subject	Degree/certificates
ADDITIONAL SKILLS Describe skills relevant to the job for which you are applying		
SKILL	TYPE OF EXPERIENCE	LEVEL OF EXPERTISE
Office equipment, computers, software (typing speed, programs, etc.)		
Technical skills, professional licenses		
Heavy equipment, machinery		
Other		
Can you perform the essential functions of the job with or without reasonable accommodation? Yes No		
BACKGROUND INFORMATION		
EACH CASE IS CONSIDERED SEPARATELY BASED ON JOB DUTIES AND PERFORMANCE AREAS		
Do you have a valid Georgia State Driver's License? Yes No Other State _____		
(If position applied for involves driving), have you been convicted, pleaded to no contention or paid a fine for any traffic violations in the past three (3) years? Yes No If yes please explain:		
Have you been convicted of a felony or served time in prison within the last ten (10) years? Yes No Conviction will not necessarily bar you from employment. If yes, please explain:		
How/where did you hear about the position for which you are applying? (Check one)		
_____ Friend or relative	_____ City employee	_____ Employment Security
_____ Newspaper ad	_____ City job bulletin	_____ City job hotline
Which? _____ _____ Other please specify _____		

Please turn over and complete page 2

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted.

Employer	Employed from:	To:
Address:	Supervisor	
Phone	Hours worked/week	Starting salary
Position	Last salary	

Primary duties

Number of employees supervised by you	May we contact this employer	Supervisor's phone
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Reason for leaving

Employer	Employed from:	To:
Address:	Supervisor	
Phone	Hours worked/week	Starting salary
Position	Last salary	

Primary duties

Number of employees supervised by you	May we contact this employer	Supervisor's phone
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Reason for leaving

Employer	Employed from:	To:
Address:	Supervisor	
Phone	Hours worked/week	Starting salary
Position	Last salary	

Primary duties

Number of employees supervised by you	May we contact this employer	Supervisor's phone
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Reason for leaving

Employer	Employed from:	To:
Address:	Supervisor	
Phone	Hours worked/week	Starting salary
Position	Last salary	

Primary duties

Number of employees supervised by you	May we contact this employer	Supervisor's phone
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Reason for leaving

PROFESSIONAL REFERENCES**Please list below any people in addition to supervisors listed above who can responsibly evaluate your work performance**

Name	Place of employment/title	Phone

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Burien, for dismissal. I authorize the City of Burien to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release the City of Burien from any liability for future references it may provide regarding my work history at the firm.

I understand that employment with the Employer is "at-will", which means that either the City or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Employer, other than the City Manager has any authority to alter the foregoing.