

City of Lake City
5455 Jonesboro Road
Lake City, GA 30260

Phone (404) 366-8080

Fax (404) 366-0654

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer: *We are an equal opportunity employer and do not unlawfully discriminate against any applicant or employee because of race, color, religion, sex, national origin, citizenship, age, disability, sexual orientation, genetic information, HIV status, veteran/reserve/national guard status or any other class protected by federal or state law. We will provide reasonable accommodations to allow an applicant to participate in the hiring process as appropriate (e.g., accommodations for a test or job interview).*

Type or print, in blue or black ink, your answers to each question completely and accurately.

Position applying for: _____

Section I – Personal Information

Name:

Last

First

Middle

SSN: _____ - _____ - _____

Home Address (Street #, Street, City, Zip Code):

Telephone:

Home (_____) _____ - _____

Cell (_____) _____ - _____

Citizen of the United States: _____ Yes _____ No

Place of Birth (City and State): _____

Section II – Previous Residences

Give the address of all residences for the last ten (10) years, starting with your present address.

From Mo./Yr.	To Mo./Yr.	Address	City	State

Section III – Education

Highest Level Completed: _____			
High School: _____			
Address		Dates Attended	
College: _____			
Address		Dates Attended	Major
College: _____			
Address		Dates Attended	Major

Section III – Education (Cont’d)

Technical/ Vocational: _____		
Address	Dates Attended	Major
Graduate School: _____		
Address	Dates Attended	Major
Other Specialized Training/Education: _____		
Address		Dates Attended

Section IV – Previous Experience (begin with most recent)

Company/Employer Name: _____	
Address: _____	
Dates Employed	Role/Title
Tasks Performed: _____	

Reasons for Leaving: _____	

Section IV – Previous Experience (begin with most recent) (Cont'd)

Company/Employer Name: _____

Address: _____

Dates Employed

Role/Title

Tasks Performed: _____

Reasons for Leaving: _____

Company/Employer Name: _____

Address: _____

Dates Employed

Role/Title

Tasks Performed: _____

Reasons for Leaving: _____

Have you ever been convicted of a crime, other than minor traffic offenses, within the last ten (10) years?
___ Yes ___ No [Do not disclose any convictions for which the records were expunged, annulled, erased, or sealed.]

If yes, please list each and every conviction, including the nature of the crime, the exact county / city / jurisdiction of the court, the date of conviction, and any penalties imposed against you. The City expects full disclosure by you.

Attach additional sheets to this application, if necessary, in order to answer this question completely.

Notice to Applicant

THE FOLLOWING SECTION CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND CERTIFICATIONS AND RELEASES OF LIABILITY. PLEASE READ CAREFULLY BEFORE SIGNING.

I understand that, if hired, I shall be employed “at will” and that nothing contained in Lake City’s employment application, personnel policies or other written documents, nor any oral statements made to me by Lake City’s representatives in connection with my application for employment or at any other time, shall constitute an express or implied employment contract. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time, with or without notice or cause. I further agree that Lake City reserves the right to make unilateral changes to the terms and conditions of my employment.

I understand that the completion of an application with Lake City is a preliminary step to employment. It does not obligate Lake City to offer employment to me. I understand and acknowledge that any offer of employment may be conditioned upon successful completion of a drug screening test, physical examination, background check, and any other tests that may be required as a condition of employment in the position(s) for which I am applying.

I certify that the facts contained in this application and the resume that I submitted to Lake City are true and complete to the best of my knowledge. I understand that if I falsified, omitted, or misrepresented statements on this application or any resume submitted to Lake City, it may result in the disqualification of my application, withdrawal of any offer of employment, or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

Printed Name

Signature

Date