



City of Lake City, Georgia

5455 Jonesboro Rd.
Phone (404) 366-8080
Fax (404) 366-0654
www.lakecityga.net

Employment Application

Equal Opportunity Employer: The City of Lake City is an equal opportunity employer. In compliance with federal and state equal employment opportunity laws, all applicants and employees are considered for employment, development, advancement, and compensation based upon their skills, qualifications, and performance, without regard to race, color, religion, sex, national origin, citizenship, age, disability, sexual orientation, gender identity, genetic information, HIV status, veteran/reserve/national guard status or any other class protected by federal or state law. The City 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). Requests for reasonable accommodations may be submitted by contacting Human Resources at fstyles@lakecityga.net.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

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

Have you ever worked for this company? YES NO If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

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.

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

THE FOLLOWING SECTION CONTAINS IMPORTANT INFORMATION REGARDING YOUR LEGAL RIGHTS AND CERTIFICATIONS. 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 term is not for a definite period and that I 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. This application does not obligate Lake City to make an offer of employment to me and I am in no way obligated to accept employment, if offered. 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.

Signature: _____ Date: _____

