



Employment Application

Complete Section 1, attach resume and sign application and/or complete remainder of application.

Section 1 - Required Information

Date of Application _____ Position Applied For _____

Name _____ Social Security # _____
Last First Middle

Mailing Address _____
Street/Avenue, Box, Apartment, Lot or Trailer City State Zip

Telephone # (H) _____ (W) _____ E-Mail Address _____

Are you under age 18? Yes No

Are you a U.S. citizen authorized to work in the United States on a full-time basis? Yes No

Are you a veteran of the U. S. military service? Yes No If yes, branch _____

Do you possess a valid driver's license? Yes No Class _____ License # _____ State _____ Exp Date _____

Do you possess a commercial driver's license? Yes No Class _____ Endorsements _____

Have you ever had your driver's license suspended? Yes No

If yes, please explain: _____

Have you ever been convicted of or pled guilty or no contest to any felony? Yes No

If yes, please explain: _____

May we contact your current or past employers regarding your qualifications prior to making an offer of employment to you? Yes No

If no, please explain: _____

Professional References – Please include name, address and telephone number.

- 1. _____
- 2. _____
- 3. _____

Section 2 – Education

If all requested information is included on an attached resume, you do not need to complete this section.

Do you possess a high school diploma or GED? Yes No School Name/State/City _____

Name and address of post-secondary school _____

Dates attended _____ to _____ Major _____ Minor _____

Did you graduate? Yes No Type of degree _____

Name and address of post-secondary school _____

Dates attended _____ to _____ Major _____ Minor _____

Did you graduate? Yes No Type of degree _____

List all relevant licenses, certificates or registrations you possess (include expiration date, license number and issuing state). Also, identify any other educational experiences or knowledge and skills that may be relevant to the position for which you are applying.

Section 3 – Work History

If all requested information is included on an attached resume, you do not need to complete this section. Begin with your current or most recent position and work backwards attaching additional pages if necessary. Do not skip any employment. Include all paid experience. You may include non-paid experience if you feel it may be pertinent to this position.

Job Title _____ Dates: From _____ to _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience _____

Job Title _____ Dates: From _____ to _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience _____

Job Title _____ Dates: From _____ to _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience _____

Job Title _____ Dates: From _____ to _____

Employer _____ City/State _____

Supervisor's Name/Title _____ Phone _____

Reason for Leaving _____ Final Salary _____

Duties performed and knowledge or skills gained from this experience _____

I hereby certify that this application is complete to the best of my knowledge for the periods of employment listed and all information given is true and contains no misrepresentations. I am aware that all statements submitted on this application are subject to investigation and verification. I understand that any withholding of information, misrepresentation or falsification of statements on this application or on city medical forms could result in rejection for employment, or if employed, termination from the city at any time.

I authorize and release from liability all employers, persons, schools, law enforcement agencies and other organizations named in this application to provide information requested by the City of Madison in its processing of this application.

I also understand that nothing in this application or in the granting of an interview is intended to create an employment contract. I have received no promise regarding employment and I understand that no such promise or guarantee is binding on the City of Madison. If an employment relationship is established, my employment is at-will and can be terminated at any time, with or without notice, for any reason. I understand that I have the right to terminate my employment at any time and that the City of Madison has a similar right.

You must sign this application. Unsigned applications may be disqualified.

Signature _____

Date: _____

Submit Completed Application to:

City of Madison, Attn: Human Resources, 116 West Center Street, Madison, SD 57042. 605-256-7500.