

# APPLICATION FOR EMPLOYMENT

The City of Madison ("City") is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, creed, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a *bona fide* occupational qualification. The City will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

Date of Application

Position(s) Desired

## PERSONAL INFORMATION

Name

Address

NUMBER

STREET

CITY

STATE

ZIP CODE

Telephone No.

Email

SSN:

DOB:

Work Availability

Full Time

Part Time

Temporary

Seasonal

Any Shift

What date will you be available for work?

Are you on a layoff and subject to recall at another employer?      Yes      No

Have you filed an application with the City before?      Yes      No      *If yes give date(s)*

Have you ever been employed with the City before?      Yes      No      *If yes, give date(s) department(s) and supervisor(s):*

Do you have any relatives or employed here?      Yes      No      *If yes list name(s) and relationship(s)*

Why did you apply for a position with the City?

Explain the reasons you would make a valuable employee of the City?

Are you legally authorized to work in the United States?      Yes      No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)?      Yes      No

Are you 18 years or older?      Yes      No      Do you have a valid Indiana driver's license?      Yes      No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction? *If yes, state the nature of the conviction or plea, the date, the court and the jurisdiction and explain* Yes      No

Do you have any pending charges for a felony or misdemeanor other than a minor traffic related infraction? Yes      No  
*If yes the nature of the pending charges, the date, the court and jurisdiction in which they are pending, and the cause number, and explain*

*A conviction, plea or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea or pending charges will be assessed with respect to time, circumstances, seriousness of the offense and job responsibilities and duties. Your failure to list a conviction, however, may disqualify you from consideration for employment or may result in termination of employment if subsequently discovered. For purposes of verifying past employment and schools attended, please list any other names you have used.*

EDUCATION					
Type of School	School Name, City and State	# of Years Completed	Graduate?		Course Pursued/ Degrees Granted
			Yes	No	
High School					
College or University					
Business, Trade, or Technical School					

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work or military service.

Identify specific skills related to technology, communications, customer service, machines, tools, or other equipment that will be helpful in performing the responsibilities of the position(s) for which you are applying.

Identify the previous jobs you liked best and describe why.

Identify the previous jobs you liked least and describe why.

How did you learn of this employment opportunity?

Friend      Relative      Job Posting      Job Fair      Website      Other:

## PERSONAL REFERENCES

List the name, address and telephone number of three references who are **not** related to you and are **not** previous employers.

1.	Name	Address	Telephone
2.	Name	Address	Telephone
3.	Name	Address	Telephone

## EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer	<b>Employment Dates</b>	Type of Work Performed:  Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Address	From	
Telephone	To	
Job Title	<b>Salary/Hourly Rate</b>	
Immediate Supervisor:	Starting:	
	Final:	
Employer	<b>Employment Dates</b>	Type of Work Performed:  Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Address	From	
Telephone	To	
Job Title	<b>Salary/Hourly Rate</b>	
Immediate Supervisor:	Starting:	
	Final:	
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Address	From	
Telephone	To	
Job Title	<b>Salary/Hourly Rate</b>	
Immediate Supervisor:	Starting:	
	Final:	

*If you need additional space, please continue on a separate sheet of paper*





# MADISON *Indiana*

**CITY OF MADISON**  
**HUMAN RESOURCE DEPARTMENT**

**APPLICANT'S REQUEST/ WAIVER TO RELEASE INFORMATION**

I hereby authorize and request all persons to whom this request (Original or reproduction) is presented, having information relating to or concerning me, to furnish such information to the City of Madison's Human Resource Department.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms and corporations from all claims, of any nature, as a result of said communication or disclosure:

**Information to be disclosed:**

**Criminal History Check  
Past / Present Employment  
Records Driving Records Check  
Personal References**

\* Any background material/information relevant to reputation and/or moral character

\* These records will be retained on file in the Human Resource Department

\_\_\_\_\_  
Signature of Applicant Waiving Rights to Information

\_\_\_\_\_  
Date