

CITY OF KENSETT APPLICATION FOR EMPLOYMENT

COK is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, or non-job related disabilities. All information requested on this application form is solicited for the purpose of determining abilities and skills required for proper job placement and to facilitate verification of the information requested.

Instructions: This application must be completed in its entirety. Please print in ink. If because of a disability you need assistance in completing this application form. Please notify the manager.

Name First, Middle:		Last	
Full Time: Yes No Part time: Yes No		D.O.B:	
Address		Social Security #	
City	State	Day Telephone # ()	
Position Applied For	Referred By	Evening Telephone #()	
Do you have a valid driver's license? YES NO			
Driver's License: _____			

- | | | |
|--|-----|----|
| Do you have a valid CDL? | Yes | No |
| Are you a United States citizen or authorized to work in the United States?
(Proof of citizenship or immigration status will be required upon employment) | Yes | No |
| Have you ever filed an application with COK before? | Yes | No |
| Have you ever worked for COK before?
If yes give Date _____ | Yes | No |
| Are you at least 18 years old? | Yes | No |
| If under 18, do you have a work permit? | Yes | No |
| Do you have any health concerns that would prohibit you from completing the required duties of this job? | Yes | No |
| Do you have any relatives employed by City of Kensett? | Yes | No |
| Have you ever been convicted of a criminal offense involving dishonesty, breach of conduct, offenses against children, use, possession, distribution, sale or manufacture of drugs, violence or threats of violence or use of weapon for which you have not been pardoned or which has not been expunged? Yes No | | |
| Do you have any computer experience? | Yes | No |
| Have you held a position that required the handling of large amounts of money? | Yes | No |

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Where? What position? Managers name? _____

- Can you multi-task? Yes No
- If called into work on short notice will you be available to come in? Yes No
- Are you a people person and can you work well with other? Yes No
- Can you handle stress and angry customers? Yes No

Please list all computer, accounting, and court programs you are familiar with below:

Circle Highest Grade Completed

High School 9 10 11 12
 College, Trade or Business 1 2 3 4

Graduate Studies

School	Address	Major Studies	Degree, credits, licenses Or Certificates
High School			
College/University			
Vocational, Business, Other			

Other special knowledge, skills or qualifications:

Military Services Record		
Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	

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Employment History		
Employer	Date Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Telephone #		Reason for Leaving
Hourly Rate/Salary		
Starting	Ending _____	
Employer	Date Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Telephone #		Reason for Leaving
Hourly Rate/Salary		
Starting	Ending _____	
Employer	Date Employed From To	Job Title
Address		Description of Duties
Supervisor's Name		
Supervisor's Telephone #		Reason for Leaving
Hourly Rate/Salary		
Starting:	Ending _____	

Please explain any gaps of six month or more during your education and employment history. (If you need additional space, you may continue on a separate sheet of paper.)

May we contact your present employer if under serious consideration? Yes No

Do you wish to be contacted beforehand? Yes No

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Do you have a general knowledge of hand tools? Yes No

Do you have any plumbing experience? Yes No

If yes, where, how long, managers name? _____

Have you or can you handle heavy equipment? Yes No

Please list all equipment you are certified or familiar with:

Are you able to lift at least 50 lbs on a daily basis? Yes No

Please provide any additional information here if needed:

Personal References (excluding former employers & relatives)		
Name & Occupation	Address	Daytime Telephone #
1.		
2.		
3.		

Authorization and Consent for Release of Information

This authorization and release give your permission to COK to conduct a background investigation. The result of this process will be utilized by COK to determine eligibility for employment. All information will be proprietary and kept as confidential as practicable. The information obtained by COK will not be provided to any parties other than this company.

I, the undersigned, do hereby certify that the information provided by me in my application for employment, resume, or in verbal discussions relating to my consideration for employment is true and complete to the best of my knowledge. I hereby authorize COK to: (1) investigate the truthfulness of all my statements made on my application or resume, or verbal statements made by me in the interview process, (2) conduct any verification of my education, employment, personal, credit, and motor vehicle records, and to receive any criminal history reports, and (3) disclose verbally or in writing the results of any investigation with the authorized employees or agents of this company, involved in the hiring process.

Further, I authorize the procurement of any other information, which relates to my background, character, and personal reputation, which may be deemed relevant to my employment in accordance with state and federal laws.

I have read and understand this authorization and consent. The original or copy of this document serves as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal records agencies, and other agencies to release information about me to COK, or its designated agent, and hereby

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release and hold harmless all such persons, institutions, agencies, employers, and organizations providing such information from liability and any or all claims and damages connected with providing any requested information.

Further agree to indemnify, discharge, and forever hold harmless COK, its directors, officers or employees from any and all damages, claims, losses, liabilities, cost, and expenses (including, but not limited to attorney's fees) incurred as a direct or indirect result of any lawsuit or administrative proceeding brought against COK, related directly or indirectly to this disclosure of any such information or to such investigation. I understand that my employment with COK is conditional upon an acceptable background investigation.

Authorized by: _____

Print Name: _____

Signature: _____ Date: _____