



City of Woodstock
 12453 Highway 92
 Woodstock, GA 30188
 (770) 592-6000

**APPLICATION FOR EMPLOYMENT
 WOODSTOCK CITY GOVERNMENT**

Please Type or Print, Use Black Ink

Date Received by Office: _____

PERSONAL INFORMATION

Name: _____ S.S.# (last four digits only) _____
 (Last) (First) (Middle)

Present Address: _____
 (Number) (Street) (City) (State) (Zip)

Home Telephone: _____ Cell/Business Telephone: _____

Position applied for (please submit a separate application for each position):

Title: _____

Date available for employment: _____

Are you willing to work shift work (Nights, weekends, holidays, etc.)?

Yes No

Are there any hours you cannot work? _____

What type of employment are you seeking?

Part Time Full Time Temporary

EDUCATION

Are you a high school graduate? Yes No If yes, please list below:

If not a high school graduate, do you have a GED? Yes No

School	Name and Location	Major Course of Study	Completed				Type of Degree
High School			9	10	11	12	
Business/ Technical			1	2	3	4	
College			1	2	3	4	
Graduate School			1	2	3	4	

GENERAL INFORMATION

Have you ever been employed with the City of Woodstock? If yes, when? Department/Office:

Are you related to anyone currently employed by the City of Woodstock? Relative's name: Relationship: Department:
 Yes No

How did you learn of this opening? Can you submit legal verification of your right to work in the United States:
 Yes No

In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.

Have you ever been convicted and/or plead nolo contendere and/or plead guilty for felony or misdemeanor violation of Federal, State, County or Municipal law, regulation or ordinance other than misdemeanor traffic violations. Failure to list convictions may result in later dismissal. Yes No
 If you answered yes, provide type of conviction, date of conviction and State.

Note: A conviction record will not be a barrier to employment unless the conviction is directly related to the position.

Have you ever been a defendant in a lawsuit for an intentional tort? [] Yes [] No

What was the disposition of that lawsuit? _____

EMPLOYMENT RECORD

Describe your work history beginning with your current or most recent job. Include military and/or volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone numbers for all employers are necessary. **A resume may be attached only as additional information and will not be accepted in lieu of completing this section.**

From – Month/Year To – Month/Year	Employer	Telephone (Include Area Code)
Job Title	Address (Include Number, Street, City, State, and Zip Code)	
Immediate Supervisor and Title	Summarize the Nature of Work Performed and Job Responsibilities	
Reason For Leaving	Salary/Pay Start - \$ _____ per _____ Final - \$ _____ per _____	

From – Month/Year To – Month/Year	Employer	Telephone (Include Area Code)
Job Title	Address (Include Number, Street, City, State, and Zip Code)	
Immediate Supervisor and Title	Summarize the Nature of Work Performed and Job Responsibilities	
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Immediate Supervisor and Title	Summarize the Nature of Work Performed and Job Responsibilities	
Reason For Leaving	Salary/Pay Start - \$ _____ per _____ Final - \$ _____ per _____	

May we contact your current employer? **Yes** **No**

REFERENCES

List below the names and addresses of three (3) persons (not relatives or former employers) who have knowledge of your character and qualifications.

Name			Name			Name		
Street Address			Street Address			Street Address		
City	State	Zip Code	City	State	Zip Code	City	State	Zip Code
Telephone (Include Area Code)			Telephone (Include Area Code)			Telephone (Include Area Code)		

DRIVING HISTORY

Please complete this section if applying for a position that requires operating a vehicle or equipment.

Do you have a valid driver's license?	Which State?	Drivers License Number:	Date of Expiration
Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. () Yes () No			
If yes, give dates and type of charges.			
I hereby direct the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release the City of Woodstock an abstract of my driving record for the past three-year period to be reviewed by the City of Woodstock for the use in processing my employment application and determining my suitability for various job assignments.			
_____ Signature			

SKILLS AND TRAINING

Please complete this section if applying for a position that requires the following skills:

Typing Speed: _____ Dictation Speed: _____ () Shorthand () Speed Writing
List any computer skills you possess:
Do you speak or read any language(s) other than English? [] Yes [] No
If yes, which language(s) _____
Are you able to perform all duties listed in job description? () Yes () No
If you answered NO to the above, please explain what can be done to provide you with reasonable accommodation.
What skills, qualifications, or certifications have you gained from former employers or other experiences which relate to the type of work for which you are applying?

PUBLIC SAFETY

Please answer the following when applying for a public safety position:

Police Officer

Are you a citizen of the United States of America? Yes No
Have you reached your 21st birthday? Yes No

Firefighter

Have you reached your 18th birthday? Yes No

APPLICANT'S STATEMENT

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, my employment and compensation may be terminated with or without cause at any time by either the city or myself. I understand that submission of this application in no way assures me a position and that no city representative has the authority to enter into any employment agreement with me contrary to the foregoing.

I understand that if employed to a City position, misrepresentation or omission on this application shall be considered cause for dismissal.

I authorize the release of high school and/or college transcripts, information concerning my previous employment, and any information my former employers may have pertinent to this application and the employment procedures of the City of Woodstock. I give the employer the right to contact and obtain information from all references, employers, and educational institutions to verify the accuracy of the information contained in this application. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining, or releasing any information about me. Either a photographic or photostatic copy of this authorization shall be as valid as the original.

I understand resumes, letters of reference, etc., submitted with the application become property of the City of Woodstock and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

I understand that the use of narcotics and alcohol is strictly prohibited at the City and that anyone who transports or allows to be transported any narcotic or non-prescribed drugs may result in immediate discharge. I understand that if the City has a reasonable suspicion to believe that I am under the influence of an alcoholic beverage or narcotics and/or non-prescription drugs or if I am involved in an accident that I may be required to take a physical examination and/or drug screen (blood, hair or urinalysis) to be performed by a duly licensed medical doctor or facility. I also understand and agree that refusal to take such a test will result in immediate termination of my employment.

In event of my employment to a position with the City of Woodstock, I will comply with all policies and procedures or rules and regulations as set forth by the City.

By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein.

Signature

Date

The City of Woodstock is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.