

CITY OF ORANGE BEACH

ONLINE EMPLOYMENT APPLICATION

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE CITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE CITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

1. APPLYING FOR:

Job Title _____
 Position _____ Location _____

2. HOW DO WE CONTACT YOU?

Social Security Number _____ - _____ - _____ Your Name _____
 Mailing Address _____
 City _____ County _____ State _____ Zip Code _____
 Cell Phone () _____ Business Phone () _____
 Home Phone () _____ E-mail Address _____

3. TELL US ABOUT YOUR EDUCATION:

High School _____ (Location) _____
 Diploma Other (Specify) _____ Highest Completed _____ Grade _____
 College Graduate? Yes No If no, give total credit received _____ Your Name If Different While Attending School _____

Give name & address of school, major course of study, and degree received

Undergraduate University / College			Graduate School		
Degree	Year Obtained	Credits	Degree	Year Degree Obtained	Credits
Pertinent Courses	Undergraduate	Credits	Pertinent Courses	Graduate	Credits

Job-Related Training and Course Work

List any skills, licenses, and certificates which are related to the job you seek (including words per minute typing speed and computer software proficiency).

4. TELL US ABOUT YOUR WORK EXPERIENCE:

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. **All information in this section must be complete. A résumé may be attached, but not substituted for completing this section.**

1. Name of Present or Last Employer _____
Address _____ Phone
Job Title _____
Number Supervised _____ Supervisor's Name _____
From ____/____/____ To ____/____/____ Hours Per Week _____ Salary _____
May we contact this employer? Yes No
Job Duties (give details)

Reason for Leaving _____

2. Your Next Most Recent Employer _____
Address _____ Phone
Job Title _____
Number Supervised _____ Supervisor's Name _____
From ____/____/____ To ____/____/____ Hours Per Week _____ Salary _____
Job Duties (give details)

Reason for Leaving _____

3. Your Next Most Recent Employer _____
Address _____ Phone
Job Title _____
Number Supervised _____ Supervisor's Name _____
From ____/____/____ To ____/____/____ Hours Per Week _____ Salary _____
Job Duties (give details)

Reason for Leaving _____

4. Your Next Most Recent _____
Employer _____
Address _____ Phone

Job Title _____

Number Supervised _____ Supervisor's Name _____
From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____ Salary _____

Job Duties (give details)

Reason for Leaving

5. Your Next Most Recent _____
Employer _____
Address _____ Phone

Job Title _____

Number Supervised _____ Supervisor's Name _____
From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____ Salary _____

Job Duties (give details)

Reason for Leaving

6. Your Next Most Recent _____
Employer _____
Address _____ Phone

Job Title _____

Number Supervised _____ Supervisor's Name _____
From _____ / _____ / _____ To _____ / _____ / _____ Hours Per Week _____ Salary _____

Job Duties (give details)

Reason for Leaving

Do you possess a valid driver's Yes No _____ If yes, provide license? _____ (State)

Number _____ Expiration Date _____ Class: (check A B C D E F M G one)

Do you have any relatives employed with the City of Orange Beach? If yes, please provide names below:

Name _____ Relation _____ Agency _____

Name _____ Relation _____ Agency _____

Have you ever been convicted of a criminal offense? No Yes

Note: Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.

If yes, please list charge _____ (s)

Where Convicted	Date	Disposition/Statu
-----------------	------	-------------------

Have you ever been terminated or forced to resign from any job? Yes No If explain yes, _____

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

Give the names of two people, not relatives, who are familiar with your work.

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS

Student Loan: By my signature, I certify that I am not currently in default on a student loan.

Signature _____ Date _____

Authority to Release Information: By my signature, I consent to the release of information to authorized officers, agents, and/or employees of the City of Orange Beach which may include but not be limited to information concerning my past and present work; including my official personnel files; attendance records; evaluations; educational records including transcripts; military service; law enforcement records; and/or any personnel

record deemed necessary. In addition, I consent to authorize appropriate officers, agents, and/or employees of the City of Orange Beach to make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organization, and all third parties from any and all claims of whatever nature that I may have as a result of any inquiry or response to such inquiries made in connection with my application for employment. given

Signature _____ Date _____

Certification of Applicant: By my signature, I affirm, agree, and understand that all statements on this form are true and accurate. Any misrepresentation, falsification, or material omission of information or data on this application may result in exclusion from further consideration or, if hired, termination of employment. If I have requested herein that my present employer not be contacted, an offer of employment may be conditioned upon acceptable information and verification from such employer prior to beginning work.

Signature _____ Date _____