



# Application for Employment

We welcome you as an applicant for employment with the City of Jackson. It is the City of Jackson's policy to provide equal opportunity in employment. The City of Jackson will not discriminate based on race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, sexual preference, status concerning public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

Title of position applying for: \_\_\_\_\_

## Personal Information

Name:	(Last)	(First)	(MI)	(Prior)*
Street Address				
City, State, Zip				
Phone Number			Alternate Phone	
Email				

\* Optional: include only if needed to verify previous employment or education.

Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a high school diploma or GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Educational Information

School Name	Course of study	Degree
College:		
Graduate School:		
Technical/Vocational:		
Other:		
Other:		

## Employment Experience

List present or most recent employer first. Please note that "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in place of, this application.

<b>Company</b>	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Company</b>	Name of last supervisor	Hrs/Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
<u>May</u> we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Military Experience

Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties:
Do you wish to apply for Veterans' Preference points: <input type="checkbox"/> Yes <input type="checkbox"/> No
ff you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Jackson by the application deadline of the position for which you are applying.

# Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Jackson is "at will," and that employment may be terminated by either the City of Jackson or me at any time, with or without notice.

With my signature below, I am providing the City of Jackson authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?" contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Jackson in writing of any changes to information reported in this application for employment.

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Signature

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Date

# Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Jackson appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender:  Male  Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status?  Yes  No