



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

The City of Russellville is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran status, genetic information or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and ensure an equal employment opportunity without imposing undue hardship on the City of Russellville. Please inform the Human Resources Coordinator if you need assistance completing any forms or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____		Date _____	
FIRST	MIDDLE	LAST	
Address _____			
STREET	CITY	STATE	ZIP CODE
Contact Number () _____		Date available for work _____	
Alternate Contact Number () _____		E-mail (optional) _____	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law)			
Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If under the age of 18, please state your age. _____ (The primary reason for this question is to address any child labor laws.)			
How were you referred to the City of Russellville? _____ _____			
Do you have any relatives employed by the city? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you selected yes to the question above, you must list your relatives name below and relationship to you. _____ _____			

POSITION INFORMATION

Type of work desired? _____	Salary range expected (required) _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result for illegal drugs before being permitted to commence work with the City of Russellville.

_____ Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment, and must meet the qualification for the position, with or without reasonable accommodation, before being permitted to commence work with the City of Russellville.

_____ Initials

I hereby certify that the information given by me is true in all respects. I authorize the City of Russellville and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and released same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.

_____ Initials

I understand that employment with the City of Russellville is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, be either the City of Russellville or me without prior notice to the other, unless otherwise prohibited by law.

_____ Initials

I understand that no representation, whether oral or written, by any representative or agent of the City of Russellville, at any time, can constitute and implied or expressed contract of employment. I further understand no representative or agent of the City of Russellville has the authority to enter into an agreement for employment for any specified period of time or to make any changes in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Mayor or an authorized representative.

_____ Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery.

An offer of employment is conditioned upon complying with the City of Russellville’s requirements including, but not limited to, signing consent to conduct a background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS

Applicant’s Signature _____ Date _____



City of Russellville
Disclosure, Authorization and Consent
for
Pre-Employment Screening Report

I, _____, in connection with my application for employment at the City of Russellville hereby authorize the Employer and any agent it authorizes to perform a pre-employment background screening check (including future screening for retention, promotion or reassignment if applicable unless revoked in writing.)

I understand and agree to the following:

I understand that the employer may obtain a report, which consists of information having a bearing on job performance, and may include information from public and private sources, public records, courts, schools, former employers and references concerning my driving record, court records, worker's compensation record, education, credentials, identity and previous employment.

I understand and release people, companies, references, current and former employers, schools, municipal, county, state and federal agencies and courts, to provide all information that is requested to the employer or its authorized agents. I further release and hold harmless all of the above, including the employer, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting of information concerning me. I agree that a copy or fax of this document shall be as valid as the original. I certify that the following facts and the information in my resume and / or application are true and correct.

Have you ever been convicted of a crime? (Please exclude convictions that have been sealed or legally eradicated and misdemeanor conviction for which probation was completed and the case were dismissed.) Yes No

Are you currently on bail or released on your own recognizance pending trial? Yes No

If the answer to either one is **YES**, please explain on a separate piece of paper. (An affirmative answer to any of the above will not necessarily disqualify you from employment.)

I verify and affirm that all the information on this form is true and correct. Any false information or material omission is grounds to terminate the hiring process, or to terminate employment if it has stated.

Signature _____ Date _____