

# Application for Employment



CITY OF BRIDGEPORT  
 BENEDUM CIVIC CENTER  
 164 WEST MAIN STREET  
 BRIDGEPORT WV 26330

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact a representative of the Personnel Department.*

**PLEASE PRINT**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

If you are under 18, can you furnish a work permit?..... Yes No

Have you ever been employed here before?..... Yes No

Are you legally eligible for employment in this country?..... Yes No

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work..... / /

Type of employment desired Full-time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position?..... Yes No

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

(Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.)

If yes, please provide dates and details \_\_\_\_\_

Driver's license number (if job related) \_\_\_\_\_ State \_\_\_\_\_

## Employment History

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	

## Skills and Qualifications

Summarize any training, skills, license, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying \_\_\_\_\_

## Educational Background (if job related)

Name and Location	Years Completed	Did You Graduate?		Course of Study
High School				
College		Major	Degree	
Other				

Date of Spring Break (if in school) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## References

Name	Telephone	Years Known
	( )	
	( )	
	( )	

## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Bridgeport does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and the City of Bridgeport reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the City of Bridgeport is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Bridgeport City Manager.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_