



EMPLOYMENT APPLICATION

(PLEASE PRINT)

PERSONAL

Incomplete information could disqualify you from further consideration.

Name:		Date:	
Area Code & Telephone #:		Email:	
Address:	City:	State:	Zip Code:

Are you legally eligible to be employed in the United States? YES NO

REFERRAL SOURCE

How did you hear about us? Walk-In Advertisement Referred by: _____

Have you ever worked for the City of Thibodaux? YES NO Job Title: _____

If yes, where? _____ When? (Give Dates) To: _____ From: _____

Do you have any relatives or friends who work for the City of Thibodaux? YES NO

If yes, who and where do they work? _____

EMPLOYMENT DESIRED

Position(s) Desired? _____

What are your Salary/Hourly Pay expectations for this position? _____

When would you be available to begin work? _____

Can you perform the essential functions of the position(s) for which you are applying? YES NO

If no, please explain. (If you have any questions as to what functions are applicable to the position(s) for which you are applying, please ask the interviewer before you answer this question) _____

What hours and days can you work? _____

Are there any specific times that you cannot work? _____

Do you have responsibilities other than work that will interfere with specific job requirements such as being on-call and shift work? _____

EDUCATION	Name & Location of School	Number of Years Attended	Diploma or Degree Received	Subject Studied/Major
High School				
College or University				
Vocational or Trade School				

VOLUNTEER WORK, TRAINING, LICENSES & CERTIFICATIONS

Have you ever done any volunteer work? YES NO If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

If you served in the Military, what type of education, training or work experience relevant to the job did you receive? Not applicable. _____

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES NO If yes, please described. _____

List below all current Licenses or Certifications you obtained that are directly related to the position for you are applying. _____

PERSONAL REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Telephone & Address	Occupation & Employer	Years Acquainted

EMPLOYMENT

Start with your most recent position and work backwards in time. Include periods of unemployment. Incomplete information could disqualify you from further consideration. If you need additional space, continue on a separate sheet of paper.

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
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Supervisor's Name & Title		Job Title	
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Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

SKILLS

Do you have any special skills that would enhance your ability to perform the position applied for? If yes, explain: _____

Do you have any Computer Skills? If yes, describe: _____

Do you have experience operating equipment and machinery? If yes, state types of machines and equipment you have operated. _____

PLEASE READ CAREFULLY BEFORE SIGNING

The City of Thibodaux is an equal opportunity employer. The City of Thibodaux does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Thibodaux to hire me. If I am hired, I understand that either the City of Thibodaux, or I, can terminate my employment at any time and for any reason, with or without cause so long as there is no violation of applicable federal and state law, the City of Thibodaux's home rule charter and the City of Thibodaux's Civil Service Rules and Regulations. I understand that no representative of the City of Thibodaux has the authority to make any assurance to the contrary. I attest with my signature below that I have given to the City of Thibodaux true and complete information on this application. No requested information has been concealed. I authorize the City of Thibodaux to contact the references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ **Date:** _____