

Name \_\_\_\_\_



Application For Employment  
(NOT For Driver Employment Application)

This package contains the documents necessary for employee management & qualification.

All prospective employees are required to complete an application, regardless of a resume.

Attach a resume, if applicable, to this application.

Applications will remain on file for 120 days.



< Notice To All Applicants >





## EMPLOYMENT HISTORY

Attach separate page if more space is needed.

All applicants must provide the following information on all employers during the preceding **THREE (3)** years.

**COMPLETE EVERY LINE AND ANSWER EVERY QUESTION**

**CURRENT OR LAST EMPLOYER: NAME** \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \*ACCOUNT FOR PERIOD BETWEEN JOBS – Include dates (month/year) and reason: \_\_\_\_\_

**SECOND LAST EMPLOYER: NAME** \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \*ACCOUNT FOR PERIOD BETWEEN JOBS – Include dates (month/year) and reason: \_\_\_\_\_

**THIRD LAST EMPLOYER: NAME** \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \*ACCOUNT FOR PERIOD BETWEEN JOBS – Include dates (month/year) and reason: \_\_\_\_\_

**FOURTH LAST EMPLOYER: NAME** \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Reason For Leaving: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 \*ACCOUNT FOR PERIOD BETWEEN JOBS – Include dates (month/year) and reason: \_\_\_\_\_

\*Any gaps in employment and/or unemployment must be explained.

## Preliminary Criminal History

Have you ever been arrested? If yes, Explain: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been arrested for a felony? If yes, Explain: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been convicted of a felony? If yes, Explain: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you ever been had a felony arrest or conviction expunged or otherwise dismissed? If yes, Explain: _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Were you referred to this company by anyone?  YES  NO  
 If Yes, Who? \_\_\_\_\_

Where did you find Statewide in your job-search?  Walk-In.  Newspaper.  Friend/Relative.  
 Online Listing. If online, which page? \_\_\_\_\_

## EXPERIENCE AND QUALIFICATION

**Complete parts A and B of this section ONLY if applying for an office / clerical position**

This section may be considered for training purposes only, not a decision to hire based on a lack of or no experience in these areas.

A. SKILLS	B. PROFICIENCY
Typing & Word Processing	Words Per Minute: _____
Computer Skills (Circle One):	None   Beginner   Intermediate   Advanced
Computer Programs	Name: _____
Computer Programs	Name: _____
Computer Programs	Name: _____
Have you worked with Computer Assisted Dispatch programs before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you worked with data entry to a computer?	<input type="checkbox"/> YES <input type="checkbox"/> NO

C. Please list any skills, certifications, or other relative information not already listed in a previous section:

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D. Did you complete this application yourself?  
If NO, who did? \_\_\_\_\_

YES       NO

## Applicant Certification & Review

This certifies that this application was completed by me, and that all entries on it and information contained in it are true and complete to the best of my knowledge.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approved By**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Reviewed By**

\_\_\_\_\_  
**Date**