

TOWN OF DECATUR

Application for Employment

The Town of Decatur is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Application must be Typed or Printed. Application must be completely filled out in order to be processed.

Name _____ Social Security Number _____
Last First Middle

Address _____ City _____ State _____ Zip _____

Home Phone (____) _____ Other Phone (____) _____

Driver's License Number _____ Date of Birth _____ Sex M F

High School Attended _____ Year _____ Graduate Y N

College _____ Major _____ Degree Y N

Subjects of Special Study or Research Work _____

Job Related Skills or Experience _____

Have you ever been convicted of any misdemeanor or felony charges?

YES NO

If yes, briefly describe the nature of the crime(s), the date and the place of conviction(s), the case number, and the legal disposition of the case(s); if

Continued

Continuation – Application for Employment- Town of Decatur

Former Employment (List most recent job first and go back 3 years)

From	To	Name and Address of Employer	Position	Reason for Leaving

REFERENCES (List below three persons not related to you, whom you have known at least one year)

FULL NAME	ADDRESS	PHONE NUMBER(S)	YEARS ACQUANINTED

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Town of Decatur.

I understand that any employment is conditioned on a background check. I authorize the Town of Decatur to thoroughly investigate all statement contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation the Company, without giving me prior notice of such disclosure. In addition, I release the company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either the Town of Decatur or myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Decatur unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Town of Decatur and as permitted by law. I consent to such examinations and test, and I request that the examining doctor disclose the Town of Decatur the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law is contingent upon satisfactory medical examinations and drug test, and if I am hired, a condition of my employment will be that I abide by the Town of Decatur’s Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Town of Decatur to hire. If hired, I agree to abide by all Town of Decatur work rules, policies, and procedures. The Town of Decatur retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature of Applicant

Date