

Those wishing to claim Veteran's preference must submit Proof of Service Form DD214 at time of interview.

EDUCATION

Highest High School grade completed: _____ Highest College grade completed: _____

Institution _____ Course of Study _____ Degree Attained _____

High School Name: _____ Degree Attained: _____

Location of High School: _____

College Attended: _____ Course of Study: _____ Degree Attained: _____

Location of College: _____

College Attended: _____ Course of Study: _____ Degree Attained: _____

Location of College: _____

List any additional training – work shops, volunteer work, etc., you have received that makes you more qualified for this position. _____

Which of the required skills in the job announcement do you possess? _____

What equipment can you operate? _____

Do you have any other experience or qualifications not already listed that relate to the job applied for? _____

Have you ever been convicted of a felony? (For the purpose of this question “convicted” includes found guilty, plead guilty, plead no contest or been given a deferred sentence or judgment) _____

If Yes please explain, please include the facts of your case, the felony you were convicted for and how long ago. _____

(Note: A conviction will not automatically disqualify an applicant for a job. The type and seriousness of the crime, the frequency of violations, the date of convictions, and the applicant's entire work and educational history will all be considered.)

EMPLOYMENT HISTORY

Start with your present or last job and include at least your last five years of work records. Please fill out this section carefully and completely, as you are only given credit for jobs you list and the dates you include. Please attach an additional sheet if you need more space. Include military experience and describe any major duty assignments. Include periods of self-employment. Give details of supervisory positions you may have had.

If you are currently employed, may we contact your present employer?

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

Employed by: _____ Telephone Number: _____
Address: _____ Supervisor's Name: _____
Job Title: _____ Duties: _____
Employed from: (mo/year): _____ To: (mo/year): _____
Starting Salary: _____ Final Salary: _____ Hours per week: _____
Reason for leaving: _____

What date would you be available to begin work? _____

NOTE: All applicants will be required to pass a pre-employment drug and alcohol screen and physical evaluation after being offered a position and beginning as an employee of the City of Boone.

I attest that all statements on this application are true and correct. I understand that intentionally false statements made on this application will eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the City of Boone and my previous employers (with the exception of _____) to conduct or participate in an investigation of my personal background, work history and police record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

By signing your name electronically on this City of Boone Application Form, you are agreeing that your electronic signature is the legal equivalent of your manual signature.

s/s: _____ Electronically signed on _____ (date) _____

FOR PERSONNEL DEPARTMENT USE ONLY

Reviewed by: _____ Position considered for: _____ / Referral to: _____