



EMPLOYMENT APPLICATION

City of Princeton
800 Bee Street
Princeton, WV 24740-3268

(304) 487-5025

The City of Princeton is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or political affiliation.

POSITION APPLIED FOR _____ Full Time _____ Part Time _____ Temporary _____ Seasonal _____

HOW DID YOU LEARN ABOUT THIS POSITION? _____

NAME _____

LAST FIRST MIDDLE

PRESENT ADDRESS _____

NUMBER STREET

PREVIOUS ADDRESS _____

CITY STATE ZIP CODE

PREVIOUS ADDRESS _____

NUMBER STREET

PHONE _____

CITY STATE ZIP CODE

HOME MOBILE BUSINESS

EMAIL ADDRESS _____

CHECK AGE CATEGORY: UNDER 18 OVER 18

WHAT ARE YOUR SALARY EXPECTATIONS FOR THIS POSITION? _____

ARE YOU CURRENTLY EMPLOYED BY THE CITY OF PRINCETON? YES NO IF YES, DEPARTMENT _____

NAME, RELATIONSHIP AND POSITION HELD BY ANY OF YOUR RELATIVES NOW EMPLOYED BY THE CITY _____

EDUCATION

NAME OF HIGH SCHOOL ATTENDED _____

ADDRESS _____

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT? YES NO

COLLEGE OR OTHER TRAINING

<u>Name and address of College or School</u>	<u>Number of Years Attended</u>	<u>Major/Specialty</u>	<u>Type of Diploma, Degree, License or Certificate Earned</u>

SKILLS

PLEASE LIST THE KINDS OF OFFICE EQUIPMENT OR CONSTRUCTION EQUIPMENT YOU CAN OPERATE _____

COMPUTER SKILLS (PLEASE DESCRIBE) _____

DO YOU HAVE ANY SPECIAL SKILLS, TRAINING, AND/OR KNOWLEDGE THAT WOULD ENHANCE YOUR ABILITY TO PERFORM THE POSITION APPLIED FOR? IF YES, EXPLAIN _____

DO YOU HAVE A VALID DRIVERS LICENSE? YES NO

PERSONAL REFERENCES - DO NOT LIST RELATIVES -

NAME AND OCCUPATION ADDRESS PHONE

1. _____

2. _____

3. _____

FOR POLICE AND FIRE APPLICANTS ONLY (Test Required – See Brochure)

DATE OF BIRTH _____ AGE _____ HEIGHT _____ WEIGHT _____

EMPLOYMENT HISTORY

INCLUDE MILITARY HISTORY, PART TIME, TEMPORARY, AND SEASONAL EMPLOYMENT

IF YOU NEED ADDITIONAL SPACE, PLEASE ATTACH EXTRA SHEET OF PAPER.

LIST PRESENT OR LAST EMPLOYER FIRST

1. EMPLOYER _____ YOUR JOB TITLE _____
 ADDRESS _____ DESCRIBE YOUR WORK _____

 SUPERVISOR _____
 SUPERVISOR'S TITLE _____
 PHONE _____
 EMPLOYED FROM _____
 EMPLOYED TO _____

 REASON FOR LEAVING _____
 ACCOUNT FOR TIME BETWEEN JOBS _____

2. EMPLOYER _____ YOUR JOB TITLE _____
 ADDRESS _____ DESCRIBE YOUR WORK _____

 SUPERVISOR _____
 SUPERVISOR'S TITLE _____
 PHONE _____
 EMPLOYED FROM _____
 EMPLOYED TO _____

 REASON FOR LEAVING _____
 ACCOUNT FOR TIME BETWEEN JOBS _____

3. EMPLOYER _____ YOUR JOB TITLE _____
 ADDRESS _____ DESCRIBE YOUR WORK _____

 SUPERVISOR _____
 SUPERVISOR'S TITLE _____
 PHONE _____
 EMPLOYED FROM _____
 EMPLOYED TO _____

 REASON FOR LEAVING _____
 ACCOUNT FOR TIME BETWEEN JOBS _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR IN WHICH A FINE IN EXCESS OF \$25.00 WAS IMPOSED? (THIS QUESTION WILL NOT NECESSARILY EXCLUDE YOU FROM EMPLOYMENT, BUT WILL BE USED TO WEIGH THE RELATIONSHIP BETWEEN THE OFFENSE AND POSITION APPLIED FOR) YES NO IF YES, GIVE DETAIL _____

ARE YOU A UNITED STATES CITIZEN? YES NO
 IF NOT, ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO
 NOTE: PROOF OF ELIGIBILITY TO WORK IN THE UNITED STATES MUST BE PROVIDED IF SELECTED FOR HIRE.

USE THIS SPACE FOR ADDITIONAL OR EXPLANATORY INFORMATION

PLEASE READ AND SIGN: The facts set forth in my application are true and complete. I understand that if I am employed, any false statement on this application may result in my immediate dismissal. I FURTHER UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT, NOR DOES THIS APPLICATION OBLIGATE THE CITY OF PRINCETON IN ANY WAY. FURTHERMORE, I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE AT ANY TIME, AT THE DISCRETION OF EITHER THE CITY OR MYSELF.

I hereby give permission to contact the previous employers and character references that I have listed except for the particular employer(s) noted:

If you are hired by the City of Princeton, the Immigration Reform and Control Act of 1986 requires you to provide certain information, including date of birth and country of origin, and to attest to your employment eligibility. In addition, the law requires you to produce certain documents establishing your identity and work authorization, such as a driver's license, social security card, etc.

 APPLICANT

 DATE