



Application for Employment

Human Resources Department, 3390 Main Street, Millbrook, Alabama 36054
Phone: (334) 285-6428 Fax: (334) 285-6460 Email: HR@cityofmillbrook-al.gov

Positions Desired (must be specific) : _____ Salary Expected: _____ / Hour

Full Time Part Time Seasonal

Are you willing to work shift work (nights, weekends, holidays, etc...)? Yes No

Application Date: _____ Date Available for Work: _____

- Applications are kept on file for one year.
- Please answer all questions accurately and completely. Incomplete applications may be disqualified.
- By signing this application, you are affirming that all information you provide is accurate and complete.

How did you learn about this job? (Check One)

Advertisement Friend/Relative City/Employee City Website Walk-in Other

Applicant Information

Name: _____
First Name Middle Initial Last Name

Address: _____
City State Zip Code

Telephone No: (____) _____ Cell/Other (____) _____

E-mail Address: _____

General Information

Are you now, or have you ever been employed with the City of Millbrook? Yes No

If yes, please give date(s) and position(s). _____

Do you have relatives employed by the City? Yes No

If yes, please give name, relationship, and department. _____

Are you at least 18 years old? Yes No

If you are under 18 and if it is required, can you furnish a work permit? Yes No

Are you able to perform the "essential functions" of the job for which you are applying (with or without a reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to or been convicted of, a crime? Yes No

If yes, please provide date (s) and details: _____

Are you lawfully eligible to work in the United States? Yes No

Do you have a valid AL Drivers License? Yes No Operator's CDL Endorsements: Yes No

Drivers License No.: _____ Expiration: _____

Have you ever had your license suspended? If yes, please explain. _____

Employment History

In this section, please describe the duties you have performed in previous positions, which demonstrate that you have the knowledge, skills, and abilities to perform the duties of the job for which you are applying.

Begin with your most recent job or assignment first and list each job separately, extending for a period of 10 years. Please explain all periods of unemployment. Additional pages of work history may be attached, if necessary.

A resume is not a substitute for this section of the application.

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

City State Zip Code

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

May we contact this employer? Yes No Telephone No.: (____) _____

Employer: _____ Position Title: _____

Address: _____

Starting Salary: _____ Ending Salary: _____ Start Date: _____ End Date: _____

Supervisor's name and title: _____

Duties & Responsibilities: _____

Reason for leaving: _____

Education and Training

Check the highest school grade completed.

High School: 9 10 11 12 College: 13 14 15 16 17 18 19

Name of School	Address	Courses of Study	Credits Completed Semester/Quarter Hours	Degree or Certificate Earned

List any job-related schools attended or vocational training received. (If additional space is required, please list separately as an attachment.)

Name of School	Date(s)	Type of Training

List any professional licenses or certificates.

Title of license or certificate	Number	Issuing Agency	Date Issued/Date of Expiration

Typing _____ (wpm) Calculator Word Excel Outlook Access

Other (Specify): _____

Heavy Equipment Tools: _____

References (Relatives are not acceptable references)

Name & Title	Occupation	Address (Include City, State & Zip Code)	Phone No.

General Information

ALL APPLICANTS: Please read the following and address any questions to the Human Resources Representative before signing.

I affirm that the information provided on this application and any accompanying documents is true and complete to the best of my knowledge. I understand that, if I am employed by the City of Millbrook, and if it subsequently discovers any false statements, significant omissions, or misleading information provided by me in connection with this application it may result in the termination of my employment.

I authorize investigation of all statements contained in this application and any accompanying documents as may be necessary in arriving at an employment decision. I also understand that the City will perform a background check on me. I authorize this background check and also authorize all personnel, schools, companies, corporations, and law enforcement agencies to supply the City of Millbrook with any and all pertinent information they may have about me. I release the same from any liability in connection with their provision of such information.

I understand that the City of Millbrook may be required to submit/release this application and its accompanying documents, in response to a public records request. I release the City of Millbrook and its agents, from any liability that may result from submitting/releasing such information.

I acknowledge that the City of Millbrook may require, as a condition of any offer of employment that is made, or for continued employment, that I undergo a medical exam, drug testing, or alcohol testing, and I consent and agree to any such exam, if required now or in the future. I understand that a satisfactory drug test result is a condition of employment with the City.

I understand that federal law prohibits the employment of unauthorized aliens and requires satisfactory proof of employment authorization and identity. I further understand that all persons hired must submit satisfactory proof of employment authorization and identity. I agree to have necessary documents promptly available for inspection as required by law.

I understand that this application is not a contract of employment. If employed, I understand that I will be required to abide by the City of Millbrook's Rules and Regulations. I understand that the City of Millbrook follows an "employment at will" policy, in that I or the City may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the Mayor.

I understand that the City of Millbrook is an Equal Opportunity Employer.

By signing below, I acknowledge that I have read and understand the above notice, and I authorize the pre-employment checks and tests listed therein.

Signature of Applicant

Date