

CITY OF BLYTHEVILLE EMPLOYMENT APPLICATION

124 W. WALNUT ST., BLYTHEVILLE, AR 72315
(870) 763-3858 Office (870) 7620443 Fax

It is the policy of the City of Blytheville to provide equal employment opportunity to all individuals without regard to race, color, religion, marital status, age, sex, national origin, handicap, or veteran status.

Date: _____ Drivers License Number: _____ Class: _____

How did you learn about the position for which you are applying:

Newspaper Ad Friend or Relative Human Resource Office Other

Are you over 18 years of age? Yes No Social Security # _____

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City, State, ZIP Code: _____

Home Telephone: _____ Work Telephone: _____

Have you ever been employed by the City of Blytheville? Yes No If yes, please give positions & dates worked:

Are you a relative of a current employee? Yes No

If yes, please give name: _____

Positions for which you are applying:

1st Position Applied For: _____

2nd Position Applied For: _____

3rd Position Applied For: _____

Earliest date available to work: _____ Latest: _____

Please list any skills you possess, with length of experience – including business machines, transcription skills, foreign language, other abilities and types of experience (including any special skills from military service)

appropriate to the job for which you are applying:

Typing: Approximate WPM _____

Shorthand: Approximate WPM _____

Have you ever been convicted of a crime (except for traffic violations)?

Yes No If yes, nature of offense: _____

Military Record: Service in US Armed Forces? Yes No | If yes, Branch of Service: _____

Dates of Service: _____ Rank or Discharge Status: _____ Military Occupational Specialty: _____

Education

(ALL POSITIONS (EXCEPT LABORER POSITIONS) REQUIRE A HIGH SCHOOL DIPLOMA)

Circle Highest Grade Completed	Year	Name and Location (City/State) Of School	Diploma/Degree OR No. of Hrs. Obtained
High School 9 10 11 12	□□□□□	□□□□□	□□□□□
Vocational School Business School	□□□□□	□□□□□	□□□□□
College or University 1 2 3 4	□□□□□	□□□□□	□□□□□
Other Training or Graduate School	□□□□□	□□□□□	□□□□□

Employment History

List all previous employers for whom you have worked during the last five (5) years and any other employment that reflects experience related to the job for which you are applying. Explain any lapse between times when employed. List most recent job first. Use additional sheets if necessary.

Current or Most Recent Employer □□□□□	Phone □□□□□	Job Duties: □□□□□
Address □□□□□	Date Started □□□□□	
City, State, ZIP Code □□□□□	Date Left □□□□□	Reason for Leaving: □□□□□
Immediate Supervisor □□□□□	Last Wage □□□□□	
Former Employer □□□□□	Phone □□□□□	
Address □□□□□	Date Started □□□□□	
City, State, ZIP Code □□□□□	Date Left □□□□□	Reason for Leaving: □□□□□
Immediate Supervisor □□□□□	Last Wage □□□□□	
Former Employer □□□□□	Phone □□□□□	
Address □□□□□	Date Started □□□□□	
City, State, ZIP Code □□□□□	Date Left □□□□□	Reason for Leaving: □□□□□
Immediate Supervisor □□□□□	Last Wage □□□□□	

May we contact your most recent employer? Yes No

Make any comments your feel we should be aware of when we contact your previous employers:

□□□□□ _____

□□□□□ _____

□□□□□ _____

References: Please give three (3) references, excluding relatives and former employers. Complete this section if you do not have at least two (2) years' work experience.

	Name	Address	Phone Number	Years Known
1	□□□□□	□□□□□	□□□□□	□□□□□
2	□□□□□	□□□□□	□□□□□	□□□□□
3	□□□□□	□□□□□	□□□□□	□□□□□

Are you legally eligible to work in the United States?

Yes

No