

# APPLICATION FOR EMPLOYMENT

CITY OF ATHENS  
P.O. Box 1089, Athens, AL 35612  
[www.athensal.us](http://www.athensal.us)  
An Equal Opportunity Employer

APPLICATION DATE: _____	DATE RETURNED: _____
POSITION: _____	CLOSING DATE: _____
POSITION: _____	CLOSING DATE: _____
POSITION: _____	CLOSING DATE: _____

*\*Applications Received After the Closing Deadline Will be Rejected\**

Print all information legibly and complete all blanks in full including all phone numbers. Follow directions carefully. If you need assistance with completion, ask Human Resources. You may attach additional documentation if needed.

Last Name \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Are you age 18 years of age or older? Yes  No

Are you legally authorized to work in the U.S.? Yes  No  (Proof of Identity/Eligibility Required upon Hire.)

Do you have a valid Alabama driver's license? Yes  No

State: \_\_\_\_\_ License No: \_\_\_\_\_

Do you have a current Alabama Commercial Driver's License (CDL)? Yes  No

If offered employment, on what date could you begin work? \_\_\_\_\_

Have you ever worked for the City of Athens or Athens Utilities before? \_\_\_\_\_ If so, give position and dates of employment: \_\_\_\_\_

State briefly why you wish to work for the City of Athens

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a misdemeanor or felony in the last ten years? \_\_\_\_\_ If yes, explain in full, including dates. Use a separate sheet of paper. (A conviction will not necessarily result in denial of employment.)

## Days of the Week and Hours Available for Work

ANY Yes  No

Sunday	From _____ To _____	Thursday	From _____ To _____
Monday	From _____ To _____	Friday	From _____ To _____
Tuesday	From _____ To _____	Saturday	From _____ To _____
Wednesday	From _____ To _____		

**EDUCATION**

**Last High School Attended:** \_\_\_\_\_

Complete Address of School: \_\_\_\_\_

Did you graduate from High School? Yes  No  If no, do you have a GED? Yes  No

Location/School GED Obtained: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_ Type of Degree Received: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_ Type of Degree Received: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_ Type of Degree Received: \_\_\_\_\_

**College Attended:** \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

Course of Study: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_ Type of Degree Received: \_\_\_\_\_

**ADDITIONAL QUALIFICATIONS**

Computer Skills and Proficiencies: \_\_\_\_\_

List your training and skills directly related to the requirements of this position.

Professional Certifications, licenses, memberships: \_\_\_\_\_

Other relevant experience and training: \_\_\_\_\_

**REFERENCES – Give three individuals (no relatives or former supervisors) familiar with your work.**

Name	Job Title	Years Known	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## EMPLOYMENT HISTORY

List **all prior** employment starting with your most recent employer first. Complete all sections in full. Do not leave blanks. List military experience. For additional work history or other experience, skills or qualifications, please attach using a separate sheet of paper. You may attach a resume.

**Employer** \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your current employer? Yes  No  May we contact you at work? Yes  No

**Employer** \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your current employer? Yes  No  May we contact you at work? Yes  No

**Employer** \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your current employer? Yes  No  May we contact you at work? Yes  No

**Employer** \_\_\_\_\_ Employer's Phone No. \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Position/Title: \_\_\_\_\_ Job Duties: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact your current employer? Yes  No  May we contact you at work? Yes  No

## CITY OF ATHENS APPLICATION AGREEMENT

Please read the following statements carefully; they enumerate the conditions for any employment with the City of Athens.

I hereby authorize the City of Athens or its representative as applicable to thoroughly investigate my background related to my suitability for employment and further, authorize my former employers to disclose to the City of Athens any information pertaining to my employment with them. I hereby release the City of Athens, its representative, my former employers, and all others from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that if offered employment, the offer will be contingent on my passing a pre-employment drug screen and a pre-employment physical (job specific). By signing this application, I agree to submit to a pre-employment drug screen and physical. I understand that failure to pass the drug screen and/or physical if required will result in withdrawal of the employment offer. If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that the City of Athens may conduct alcohol or drug screening at its sole discretion in accordance with its Substance Abuse Policy. I also understand that refusal to submit to an alcohol/drug screen will be considered a voluntary resignation of employment.

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the City of Athens. In addition, I understand that if I am employed, my employment relationship with the City of Athens is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time at the option of myself or the City of Athens in accordance with Personnel Policies and Procedures. I understand that no promises or representations contrary to the foregoing are binding on the City of Athens unless made in writing and signed jointly by the Mayor and myself.

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or the City of Athens benefits, policies, and procedures will not alter the employment at-will agreement.

I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment. I understand that I will be required to possess a valid State of Alabama or Tennessee driver's license and understand that I may be required to provide a copy of my official driving record and proof of insurance. I also understand that any offer of employment is contingent on my ability to be covered by the City of Athens auto insurance, if required for my position.

I hereby certify that I have not knowingly withheld information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## NOTICE AND CONSENT CONCERNING CONSUMER REPORT FOR EMPLOYMENT APPLICATIONS AND EMPLOYMENT PURPOSES

I understand that in connection with my application for employment (or promotion) a consumer report may be requested. This report may contain information as to my character, general reputation, personal characteristics or mode of living.

I hereby authorize and request any former employer, school, law enforcement agency, financial institution or other persons having personal knowledge about me to furnish the City of Athens with any and all information in their possession regarding me, in connection with an application for employment.

I understand and offer my consent for the City of Athens to inquire into and/or obtain any records such as previous employment, references, educational, motor vehicle records, worker's compensation, credit and criminal histories.

I acknowledge that a photocopy or fax of this authorization is to be accepted with the same authority as the original. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained from the Consumer Reporting Agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I understand that my consent will apply throughout my employment, to the extent permitted by law. I have read and understand this disclosure and consent form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Full Name (please print)

\_\_\_\_\_  
Please print other names you have used

Driver's License No. \_\_\_\_\_ State Issued: \_\_\_\_\_

\_\_\_\_\_  
Social Security Number                      Date of Birth

**NOTE: WE NEED ALL ADDRESSES FOR THE PAST SEVEN YEARS.**

\_\_\_\_\_  
Current Address                      City/State                      Zip Code                      County                      Length of time at Address

\_\_\_\_\_  
Former Address                      City/State                      Zip Code                      County                      Length of time at Address

\_\_\_\_\_  
Former Address                      City/State                      Zip Code                      County                      Length of time at Address

\_\_\_\_\_  
Former Address                      City/State                      Zip Code                      County                      Length of time at Address

# VOLUNTARY SELF IDENTIFICATION/EQUAL EMPLOYMENT OPPORTUNITY DATA

*The City of Athens is an Equal Employment Opportunity Employer and we do not discriminate on the basis of ethnicity, color, religion, gender, gender identity, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, State or local law. The information below will be used only in the compilation of data for Equal Opportunity reporting. Completion of this form is VOLUNTARY and in no way affects the decision regarding your application for employment. This form is confidential and will be maintained separately from your application form. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the Human Resources Department as noted on each vacancy announcement. Determinations on requests for reasonable accommodation are made by the Human Resources Director and will be made on a case-by-case basis.*

## **SECTION 1:**

Position Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_  
Applicant's \_\_\_\_\_ Full \_\_\_\_\_ Legal \_\_\_\_\_ Name \_\_\_\_\_  
\_\_\_\_\_ Prior Maiden Name or Other  
Names Used by Applicant \_\_\_\_\_  
Applicant's Current Address \_\_\_\_\_  
\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## **SECTION 2:**

**SEX:** (Please Check One)    Male                  Female

**EEO ETHNICITY CATEGORY** (Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Two or More Races** - All persons who identify with more than one of the six races

**VETERAN STATUS:** Are you a veteran? Yes  or No

CITY OF ATHENS  
NOTICE TO APPLICANTS FOR POLICE OFFICER I POSITIONS  
01/01/2013

Applications for the position of Police Officer I will be taken in 30 day intervals regardless of vacancy status. Each interval shall end on the last day of the month. In addition to accepting police applications at monthly intervals, the City reserves the right to advertise for vacancies, to accept additional applications whenever a specific vacancy is advertised, and to conduct testing as needed.

Written and physical exams for Police Officer I - will be given quarterly. Testing will be conducted whenever the testing program is available. The Police Department shall notify applicants by mail or telephone concerning testing dates and locations. The applicant shall contact the Police Department to confirm testing dates and times

Whenever a vacancy occurs for Police Officer I, the applications of all applicants including certified candidates who have passed all required written and physical tests will be reviewed in the order of submission. Candidates will be selected from this pool for interviews.

Applications for Police Officer I will remain active for one year from the initial submission; applicants may reapply for a Police Officer I position after twelve months from the initial submission. Each applicant shall advise Human Resources of any changes in his/her address or phone number, advancements in training and education, and changes in current job status.

Qualifications Required for Police Officer I:

Must be at least 21 years old or age 21 by the completion of the Police Academy.

Must be a US Citizen.

Must hold a valid driver's license and good driving record

No state or federal felony convictions or pardons for felonies. Misdemeanor convictions shall not automatically disqualify a candidate; however, misdemeanors will be evaluated in accordance with Rule 650-X-2-05 of the Alabama Peace Officers Standards and Training Commission Administrative Code.

Must possess a regular or advanced diploma or GED recognized by the State of Alabama Department of Education. If a candidate has an out of state diploma, it must be equivalent to a regular or advanced diploma issued by the State of Alabama. Correspondence or mail order high school diplomas or certificates are not acceptable.

Ability to pass a pre-employment physical designed for law enforcement; must be able to be certified as in good health and physically fit for the performance of the duties of a law enforcement officer.

Good moral character and reputation. If discharged from the Armed Services, the discharge must be under honorable condition