

Employment Application



City of Sky Valley
3444 Highway 246
Sky Valley, GA 30537

Phone: 706-746-2204
Fax: 706-746-5893
www.skyvalleyga.com

Date:

Name:

Address:

State/Province:

Zip/Postal Code:

SS Number:

Home Phone:

Cell Phone:

Positions Applied for:

Salary Desired:

Hours Available to Work:

- Full-Time Part-time Full or part-time

When available to begin work?

Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been employed by the City of Sky Valley? Yes No
If yes: Give Position Held & Separation Date

Do you have any relatives currently employed by the City of Sky Valley? Yes No
If yes: Give Name, Relationship & Department

Have you ever been convicted of a crime: yes no
If yes, please explain

Do you have a drivers license? yes no

State of issue:

Have you had any accidents in the past 3 years? yes no How many?

Do you had any moving violations in the past 3 years? yes no How many?

Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills:

Typing:

Computer: PC

Applications (list all that apply):

Other Skills:

Please list 2 references other than relatives and previous employers

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

SECTION F: APPLICANT'S STATEMENT
AUTHORIZATION FOR RELEASE OF PERSONAL RECORDS

FOR PERSONNEL DEPARTMENT USE ONLY

City of Sky Valley

I authorize a full background investigation of all information contained in or attached to this application including contacting any or all employers, personal references or others who may have knowledge of my experience, skills and personal attributes. I certify that any entity or individual who releases any record consistent with this authorization shall not be held accountable for releasing any record or records and expressly release any entity or individual from any or all liability which could be incurred as a result of releasing said record or records.

I have read the foregoing and understand its contents. I also understand that the City of Sky Valley requires that I verify as true and accurate all information submitted by me on any application for employment. By my submission of this on-line application, I am declaring all information submitted is true and correct, just as though my signature were placed on this application to verify same. ***I further understand that misrepresentation or omission of facts or information may result in disqualification for the position applied for, or if employed, disciplinary action up to and including dismissal.***

Driver's License Number & Expiration Date

State Issued & Class

Please attach any additional information with your application which you feel will help in the evaluation of your qualifications. Before you turn in your application to the Personnel Department, re-check your application to make sure it is correct and complete. Any offer of employment may be contingent on passing a criminal and/or credit check, drug/alcohol screen, polygraph test, and/or physical examination.

Signed By