

9. Do you have a valid driver's license? Yes No License Number _____

State _____ Circle Class: A B C Type: _____

CDL: A B C

10. Beginning with your present or most recent employer, give a complete record of ALL employment, periods of unemployment, education or military service and working back to your first job. Volunteer or Internship work may be included, but you must list the work as "Volunteer," "Internship" and you must put "Unpaid" in the salary space. You must complete your entire work history and duties even if a resume is attached. You may attach additional sheets if necessary.

If presently employed, may we contact your present employer? Yes No

Month/Year	Name and Complete Address of Employer	Supervisor:
From:		Phone:
To:		Salary:

Title and Duties of Position: _____

Explain Reason for Leaving: _____

Month/Year	Name and Complete Address of Employer	Supervisor
From:		Phone:
To:		Salary:

Title and Duties of Position: _____

Explain Reason for Leaving: _____

Month/Year	Name and Complete Address of Employer	Supervisor
From:		Phone:
To:		Salary:

Title and Duties of Position: _____

Explain Reason for Leaving: _____

Month/Year	Name and Complete Address of Employer	Supervisor
From:		Phone:
To:		Salary:

Title and Duties of Position: _____

Explain Reason for Leaving: _____

Month/Year	Name and Complete Address of Employer	Supervisor
From:		Phone:
To:		Salary:

Title and Duties of Position: _____

Explain Reason for Leaving: _____

11. Have you ever been dismissed, asked to resign or resigned in lieu of termination from any job? Yes No
If yes, please explain:

12. Have you ever been employed by the City of Richmond Hill? Yes No If yes, for what position and when?

13. Are you related (by blood or by marriage) to any current employee of the City of Richmond Hill? If yes, give name(s), department(s) and relationships.

14. Have you ever been convicted of a crime or an offense against the law*? Yes No If yes, give date, nature of offense, name, location of court, and the penalty or disposition of the case or cases.

*** Past convictions will not automatically exclude an applicant from employment. The relationship of the crime to the position applied for will be taken into consideration.**

15. References: Name three (3) persons who have known you for at least two years. Do not list former supervisors listed on pages 2 or 3 of this application and do not list relatives. (Please be sure that addresses/phone numbers are current.)

Name _____ Address _____

Telephone Number _____ Occupation _____

Name _____ Address _____

Telephone Number _____ Occupation _____

Name _____ Address _____

Telephone Number _____ Occupation _____

AUTHORIZATION FOR RELEASE OF RECORDS

I hereby authorize the release of any and all information requested by the City of Richmond Hill in connection with my application for a position with the City. Such information will include, but will not be limited to: federal, state or local criminal history records pertaining to me, military records, former employer records, pre-employment drug screen results, credit records, educational records and/or transcripts.

Full name printed (Please include any aliases or maiden names) _____

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for may be cause for cancellation of my application and/or separation from the service of the City of Richmond Hill, if I have been employed.

Signature of Applicant Date

<i>For Human Resources Use Only</i>	
Date Received: _____	Date Entered: _____
Human Resources Representative _____	
Department: _____	Date Forwarded: _____

