

Your Education and Training

High School attended: _____

City

State

Do you have a high school diploma? (circle) yes no

Please list other education you have received:

College/University/Trade or Business Schools Attended	City/State	Degree Earned? Type Degree	Major Area of Study

List other training received (special courses, work training programs, armed forces training, etc.):

List special qualifications and skills (licenses, computer skills, patents or inventions, publications, etc.): _____

Based on the job description for which you are applying:

Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions)?

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions (please complete the next question)

_____ Yes, and I will not need reasonable accommodations in order to perform the essential functions.

Please describe any accommodations you will need in order to adequately perform the essential functions of the position: _____

References

Please list three or four persons, other than relatives or former employers, who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone

Prior Employment Record

List below all present and past employment information:

Name and address of current or most recent employer:	
Phone Number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: (circle) yes no	

Name and address of current or most recent employer:	
Phone Number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: (circle) yes no	

Name and address of current or most recent employer:	
Phone Number:	
Your supervisor:	
Your job title/responsibilities:	
Date hired:	Date left:
Reason for leaving:	
Starting salary:	Ending salary:
May we contact this employer: (circle) yes no	

Important

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

If this application is for a police officer's, fireman's, or a position that is required to handle cash (police officer, firefighter, city recorder, court clerk, finance director, treasurer, or a position requiring a bond) please complete the following:

Criminal Background and/or Credit Check Authorization

I, the below signed job application, do hereby authorize the City of Milan or its designee to conduct a criminal background check and/or credit check on me as part of the job application process. I hereby authorize any law enforcement agency to release information, records and documents concerning any criminal charges brought against me. I also authorize the City of Milan to conduct a credit check on me.

Applicant's Full Name: _____ Social Security Number: _____
Applicant's Date of Birth: _____ Today's Date: _____
Applicant Signature: _____ Date: _____

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Applicant Signature: _____ Date: _____