



## **Your Education and Training**

High School attended: \_\_\_\_\_

City

State

Do you have a high school diploma? \_\_\_\_\_ yes      \_\_\_\_\_ no

Please list other education you have received:

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

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:

<b>Name</b>	<b>Mailing Address</b>	<b>Years Known</b>	<b>Phone</b>

### 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: _____ 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: _____ 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: _____ 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: \_\_\_\_\_