



CITY OF FORREST CITY

Forrest City Water Utility

Application for Employment

APPLICATION FOR EMPLOYMENT

Please answer all questions which apply to you. If they do not apply, mark then N/A. Please print, type or write legibly.

Last Name		First Name		Middle Name	
Complete Mailing Address		City	State	Zip	County
Home Phone Number	Work Phone Number		Message or Other Phone Number		

Position(s) for which you are applying (give title(s) and position number(s), if known):

1.	
2.	
3.	
4.	

Can you perform the duties of the job for which you are applying?		Yes	No	
If No, will you need any accommodations? Explain:				
Check which type(s) of employment you will accept.		Full Employment	Part Time	Temporary
Have you ever been employed by City of Forrest City?		Yes	No	
Are you 18 years old or older?		Yes	No	
May we contact your current employer?		Yes	No	
Yes				
May we contact your former employer(s)?		Yes	No	

EDUCATIONAL HISTORY

HIGH SCHOOL	Received:		Certificate Type Awarded: _____	If None, Highest Grade Completed: _____
	<input type="checkbox"/> Diploma	<input type="checkbox"/> G.E.D.		

■ List below post-secondary schools, colleges, universities, trade/vocational, or others attended:

Name and Location	From		To		Major/Minor	Hours Completed (See note below)	Degree/ Diploma Awarded	Date Graduated
	Mo.	Yr.	Mo.	Yr.				

Note: For hours completed indicate whether semester hours, quarter hours, clock hours, etc.

WORK HISTORY

List all prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position for which you are applying.)

You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

1. Current or most recent employer		Business phone number		Employment dates	
Complete mailing address		City	State	Zip Code	From
Type of business				Month Year	
Supervisor's name				To	
Name under which employed:		Your job title:		Month Year	
Your job duties (be specific)				Average hours worked	
				Per week	
				Salary	
				Lowest Highest	
Reason for leaving					
2. Employer		Business phone number		Employment dates	
Complete mailing address		City	State	Zip Code	From
Type of business				Month Year	
Supervisor's name				To	
Name under which employed:		Your job title:		Month Year	
Your job duties (be specific)				Average hours worked	
				Per week	
				Salary	
				Lowest Highest	
Reason for leaving					
3. Employer		Business phone number		Employment dates	
Complete mailing address		City	State	Zip Code	From
Type of business				Month Year	
Supervisor's name				To	
Name under which employed:		Your job title:		Month Year	
Your job duties (be specific)				Average hours worked	
				Per week	
				Salary	
				Lowest Highest	
Reason for leaving					

SPECIAL SKILLS

Typing Speed (corrected words per minute):			
Proficient in Microsoft Word and Excell		Yes	No
List the business machines, computers and software you can operate:			
List any other skills relative to the job(s) for which you are applying			
List professional license(s) relevant to position(s) for which you are applying. _____			

REFERENCES

■ Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name	Address	Telephone
1.		
2.		
3.		

NEPOTISM

■ Do you have any relatives employed by the City of Forrest City to which you are submitting this application for employment? Yes No If yes, complete the remainder of this section. (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name	Relation	Agency employed by

■ **Before you sign this application**

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Code 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I affirm that it is my genuine intent to seek, and if offered, employment with the Forrest City Water Utility, and this application is submitted solely for that purpose and for no other purposes.

Signature of applicant

Date of Signature