

Mayfield Town
“Our Heritage Our Future”
Settled 1871

Employment Application

1. Personal Information

Name

Address

Phone

SSN

Use additional sheets for any explanations you wish to give about answers given below and attach a resume.

2. Work Preference

Position Applying for:

Salary or pay you expect:

Describe your prior experience in the kind of work that you want:

Describe any formal schooling or training you have for this work:

List any licenses, security or bonding clearance or certificates that you have:

Computer Skills:

Referral Source (circle one)

Friend
Employment Agency

Relative
Other:

3. Availability for work

Date Available for work:

Shifts or times that you will work:
(circle)

Days
Rotating
Graveyards

Evenings
Weekends
Holidays

	Will you work daily overtime on occasion if necessary?	Yes	No
	Will you work extra days in the week if necessary?	Yes	No
	Do you want to work elsewhere or attend school while working here?	Yes	No
	Do you have continuing military obligations which may affect your work schedule?	Yes	No
4.	Present Employment		
	Are you presently employed?	Yes	No
	Do you authorize us to contact your present employer as a reference?	Yes	No
	How much advance notice do you wish to give to your present employer?		
5.	Personal Health		
If offered a position with Mayfield Town, your employment may be conditioned upon the results of a medical examination, drug tests, and/or job-related physical ability tests.			
6.	Prior Events		
	Have you earned any pension or retirement credits, other than Social Security, in any prior employment ?	Yes	No
	Have you ever worked for this agency before?	Yes	No
	Do you have any relatives or friends working for Mayfield Town?	Yes	No
	Do you authorize us to contact your previous employer(s) for references?	Yes	No
	Have you ever been terminated by a previous employer?	Yes	No
	Have you ever been convicted of a felony?	Yes	No
	What are your hobbies or interests?		

7.	Education and Training	
<i>High School</i>		
	Name of last High School attended:	
	Address of last High School attended:	
	Date last attended:	
	Highest year completed:	
	Did you graduate?	Yes No
	What was your grade point average?	
<i>College or University</i>		
	Name of last College or University attended:	
	Address of last College or University attended:	
	Date last attended:	
	What was your major in?	
	Did you graduate?	Yes No
	What was your grade point average?	
	Highest year of education completed	
	What degree did you receive?	
<i>Other Schools (Trade, Correspondence, etc.)</i>		
	Name of School attended:	
	Address of School attended:	
	Date last attended:	
	What was your major in?	
	Did you graduate?	Yes No
	What degree did you receive?	

8.	Employment History	
	Present Employer	
	Address	
	Supervisor	
	Phone	
	Dates of Employment	
	Main Duties	
	Wages or Salary	
	Reason for Leaving	
	Previous Employer	
	Address	
	Supervisor	
	Phone	
	Dates of Employment	
	Main Duties	
	Wages or Salary	
	Reason for Leaving	
	Next Previous Employer	
	Name	
	Address	
	Supervisor	
	Phone	
	Dates of Employment	
	Main Duties	
	Wages or Salary	

	Reason for Leaving	
9.	References Name	Phone and/or Email Address
	1.	
	2.	
	3.	
10.	Certificate of Application	
<p>All information on this form is true and correct to the best of my knowledge. I understand that any omission or misrepresentation of information may cause my application to be rejected or, if I am hired, may cause my employment to be terminated. I authorize any employer accepting this application and any person, organization, former employer, or other entity listed in this application to ask or answer any and all questions about me and I agree not to sue and to hold harmless any person or entity that provides information or expresses an opinion about me or my performance. I understand that this document is an application for employment and not an offer to employ me. I understand that if I am employed, my employer may terminate me at any time without reason or explanation. If hired, I agree to protect the confidentiality of any confidential information I obtain as a consequence of my employment. If hired, I agree that the value of any advance payment, property issued to me, or other debt I owe my employer shall be due upon termination of my employment and may be deducted from wages or other payments owed to me at the time of my termination of employment .</p>		
Signature of Applicant:		
Printed Name of Applicant:		
Date:		