

CITY OF ATHENA
EDUCATION AND PRIOR EMPLOYMENT RELEASE FORM

NOTICE TO APPLICANT

If you are considered for a position with the City of Athena, we will verify your education background and prior place(s) of employment.

You must complete this Education and Prior Employment Release form.

Failure to complete and sign this form may disqualify you for consideration of this position.

DATE

SOCIAL SECURITY #

SIGNATURE

CITY OF ATHENA
BACKGROUND EMPLOYMENT RELEASE

NOTICE TO APPLICANT

The City of Athena will conduct an employee background investigation on all applicants applying for sensitive city positions.

Failure to complete and sign this form may disqualify you for consideration of this position.

DATE

DRIVER'S LICENSE # AND STATE

SIGNATURE

EMPLOYMENT HISTORY

Provide the following information on your past four (4) employers, assignments or volunteer activities for the past ten years, starting with the most recent. (if applicable)

FROM: / TO: /

EMPLOYER: TELE #:

ADDRESS:

Starting Job title: Final/Present Title:

Summarize the Nature of work performed and job responsibilities:

Hourly Rate/Salary: START \$ PER FINAL \$ PER

Immediate Supervisor/ Title:

May we contact for reference? Yes No Later

Reason for Leaving:

FROM: / TO: /

EMPLOYER: TELE #:

ADDRESS:

Starting Job title: Final/Present Title:

Summarize the Nature of work performed and job responsibilities:

Hourly Rate/Salary: START \$ PER FINAL \$ PER

Immediate Supervisor/ Title:

May we contact for reference? Yes No Later

Reason for Leaving:

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background (job related)

High School: Name _____ City/State _____

Diploma Received: Yes No

College: Name _____ City/State _____

Major: _____ # Yrs. Completed: _____ Graduate? Yes No

Trade School/Other: Name _____ City/State _____ Major: _____
Yrs. Completed: _____ Graduate? Yes No

Other:

Major: _____ # Yrs. Completed: _____ Graduate? Yes No

APPLICANT STATEMENT

- I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.
- I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.
- I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.
- I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Council's Mayor.
- I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date: ____ / ____ / ____

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify City Hall/Personnel Dept.