



City of Canadian
 6 Main St. - Canadian, TX 79014 - (806)323-6473 - FAX (806)323-5398

Application for Employment

Personal Information

Name (Last, First Name)	
Social Security Number	
Present Address	City
State	Zip Code
Permanent Address	City
State	Zip Code
Phone Number	Secondary Phone Number
Referred By	

Employment Desired

Position	Start Date		
Salary Desired	Are you employed now?		
If so, may we inquire of your present employer	Yes		No
Ever applied to this company before?	Yes		No
Where	When		

Education History

	Name & Locations of Schools	Years attended	Did you graduate	Subject Studied
High School				
College				
Other School				

General Information

Subjects of Special Study/Research Work	
Special Training	
Special Skills	
U.S Military or Naval Service	Rank

Former Employers

Date/Month/Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				

References

Name	Address	Business	Years Known
Name	Address	Business	Years Known
Name	Address	Business	Years Known

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, person or otherwise, and release the company for all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date	Signature
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Office Use Only

Date	Interviewed By
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Remarks

Neatness		Character		
Personality		Ability		
Hired	For Dept.	Position	Will Report	Salary Wages

Approved

Employment Manager	Department Head
General Manager	