



CITY OF ROSWELL

38 Hill Street Suite G-60 Roswell, Georgia 30075
Phone 770-594-6440 Fax 770-594-6446

The City of Roswell is an Equal Opportunity Employer and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.

APPLICATION FOR EMPLOYMENT

To Applicant: We appreciate your interest in the City of Roswell. It is important that we have a clear understanding of your qualifications and work history to properly evaluate you for the position(s) for which you are applying. Please note the following:

Please supply only the information requested. Applications providing information not requested or extraneous information will be rejected. You may attach a resume. Job applications are only accepted for open positions. If you are applying for a position in Police or Recreation and Parks, please fill out the additional pages in this application specific to those Departments.

The (ADAAA) American with Disabilities amendment Act requires reasonable accommodations for qualified disabled applicants. If you require assistance in completing this employment application, please notify the Human Resources Division.

THIS APPLICATION IS NOT FOR POLICE POSITIONS. TO APPLY FOR A POLICE POSITION, PLEASE CLICK HERE.

APPLICANT INFORMATION

Date: _____

Name: _____
Last First Middle Name

Please list ALL additional names (including Maiden, Nickname, etc) that you have gone by:

Present Address: _____
No. Street City State Zip County

Telephone No.: _____ Alternate Telephone No.: _____

Position Applying For: Job Code: _____ Job Title: _____
Rate of Pay Expected: _____ Per _____

Would you work: Full Time Part Time Temporary Email Address: _____

Were you previously employed by us? Yes No If yes, When? _____

Have you been employed by the City of Roswell under another name? Yes No

If yes, what name? _____

If your application is considered favorably, on what day will you be available for work? _____

Have you ever convicted of a felony? Yes No Date: _____

If yes, describe in full:

List any **relatives** working for us and their relationship to you:

List any **friends** working for us:

Can you meet the attendance requirements of this position? Yes No
 If no, Why?

Can you perform the essential functions of this job, either with or without reasonable accommodations? Yes No

Are you legally permitted to work in the U.S.A.? Yes No

If yes, will you be prepared to produce proof at the time of hire, in accordance with the Immigration Reform and Control Act of 1986? Yes No

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Did you Graduate	List Diploma or Degree
High School					
College					
Other (Specify)					

List below ALL present and past employment, beginning with your most recent.

If prior employment was in the service, please list dates of enlistment below.

If more space is needed attach an additional sheet

May we contact the employers listed below? Yes No

If not, which one(s) do you not wish us to contact?

Employer:	Type of Business:	Dates of Employment	
Address:	Job Title:	From: Mo/Yr	To: Mo/Yr
Telephone:	Name of Supervisor:	Annual Salary:	
Describe your work duties:			
Reason for Leaving:			

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PERSONAL REFERENCES

(Include individuals who are qualified to evaluate your capabilities) **DO NOT INCLUDE RELATIVES**

Name	Occupation	Years Known	Telephone Number
1)			
2)			
3)			

CERTIFICATIONS / SKILLS

List any specific certifications, designations, licenses or skills you possess:

REFERRAL SOURCE

How were you informed of this opening? _____

Which Newspaper, Web-Site, Professional Organization, Job Fair and/or Employee referred you?

MILITARY BACKGROUND (please attach page 4 of your DD214)

Were you in the U.S. Armed Forces? Yes No

What was your occupation in the military? _____

What Training did you receive related to the position(s) for which you have applied?

YOU ONLY NEED TO COMPLETE THIS SECTION IF YOU ARE APPLYING FOR A RECREATION AND PARKS POSITION

Please list any experience you have had in the recreational field:

Please list activities that you have participated in; place a check next to the ones you have organized, supervised, or directed.

Athletics, Games. & Sports:

Arts & Crafts:

Nature & Outdoor Recreation:

Music/Dance/Theatre:

Other:

Check age group(s) that you have worked with:

- Pre-School Children under 12 Teenage Boys
 Teenage Girls Young Adults Adults Senior Citizens

Date

Applicant's Signature

CITY OF ROSWELL CONSENT AND RELEASE

I certify that all information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have accounted for all of my work experience and training on this application, and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Roswell.

I hereby certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

I hereby certify that the answers given by me to the foregoing questions and statements made by me are full and true and to the best of my knowledge and belief. I understand that any false information, or misrepresentation of facts called for in this application or any supplements, thereof, is cause for rejection of my application or discharge at anytime during my employment.

I understand that my employment will be subject to the successful completion of a pre-employment urinalysis and non-invasive physical examination and consent to same. I acknowledge that my continued employment may be conditioned upon satisfactorily continuing to meet job-related physical and mental requirements. Such exams shall be paid for by the City of Roswell. I also agree that all information concerning said physical examination and/or a drug and/or alcohol screening, can be supplied to the City of Roswell, or any authorized agent of this municipality, upon their request.

If employed by the city of Roswell, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment or be cause for immediate dismissal. I agree to furnish additional information as may be required to complete my employment file. I understand that operating conditions may require me to temporarily and/or regularly work shifts other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor.

I further agree to hold harmless the City of Roswell and its agents from any liability arising in whole or part, out of the collection of specimens, testing and use of the information from said test in connection with the City of Roswell's consideration of my application of employment.

I understand the requirements of the job for which I am applying. I understand that I must be capable of performing the essential functions of the job effectively and safely, with or without reasonable accommodations.

I further understand that this is an application for employment and that no employment contract, either express or implied, is being offered. I also understand that if employed, such employment is for an indefinite period and can be terminated at will by either party, with or without notice, at any time, for any or no reason, and is subject to change in wages, conditions, benefits, and operating policies.

A photocopy of this release form will be valid as an original, thereof, even though the said photocopy does not contain the original writing of my signature.

Address	City	State	Zip
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Telephone	Date of Birth (Optional)	Social Security (Optional)
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Signature of Applicant (including maiden name)	Date
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Applicant Name (printed, including maiden name)