



Town of Oakland

EMPLOYMENT APPLICATION

Application Information

Full name:	_____	Date:	_____
	<i>Last First M.I.</i>		
Address:	_____	Phone:	_____
	<i>Street address Apt/Unit #</i>		
	_____	Email:	_____
	<i>City State Zip Code</i>		
Start Date:	_____	SSN:	_____
		Desired salary:	\$ _____
Position applied for:	_____		

Are you a citizen of the United States?	Yes ☐	No ☐	
If no, are you authorized to work in the U.S.?	Yes ☐	No ☐	
Have you ever worked for this company?	Yes ☐	No ☐	If yes, when? _____
Have you ever been convicted of a felony?	Yes ☐	No ☐	If yes, explain? _____

Education

High school:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Diploma:	_____
College:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Degree:	_____
Other:	_____	Address:	_____
From:	_____	To:	_____
		Did you graduate?	Yes ☐ No ☐
		Degree:	_____

References

Please list three references. Two professional and one personal.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes ☐	No ☐	
Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?	Yes ☐	No ☐	

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
May we contact your previous supervisor for a reference?		Yes ☐	No ☐

Other Training

Skills:	_____		
Special Training:	_____	Certificates:	_____
US Military or Naval Service:	_____		

Disclaimer and signature

"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, personal or otherwise, and release the company from 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 of time, 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 the 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 also 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.

Signature:	_____	Date:	_____
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