

LEVAN TOWN

APPLICATION FOR EMPLOYMENT

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THIS APPLICATION.

*The information you give will be used to determine your qualifications for employment. If an item does not apply to you, or if there is no information to be given, please write in the letters "NA" or Not Applicable. You must sign and date this application. **Please attach a resume with references to the back of this application.***

POSITION:

Type of Position: **LABORER/GROUNDSKEEPER/MAINTENANCE WORKER**

Employment Status: **PART-TIME**

PERSONAL INFORMATION:

Name: _____
(First) (Middle Initial) (Last)

Address: _____
(Street/P.O. Box) (City) (State) (Zip)

Phone: _____ Alternate Phone: _____

1. Are you at least 18 years of age? Yes No
2. Are you a citizen of the U.S. or are you a lawfully immigrated alien who is legally eligible to work?
 Yes No

3. Have you been convicted of a felony within the last 10 years? Yes No

If yes, explain: _____

**Please note: A conviction record will not necessarily be a bar to employment. Factors such as age at time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

4. Do you have any physical, mental or medical impairment that would prevent you from performing the essential functions of the job you are applying for? Yes No

If yes, explain: _____

**Please note: Levan Town will make reasonable accommodation for qualified handicapped individuals as required by law.*

5. Do you have a valid Driver's License? Yes No Number _____

6. Do you have a valid Commercial Driver's License (CDL)? Yes No Number _____

Experience: Begin with your present or most recent job and describe all periods of employment, such as paid (full or part time), volunteer (full or part time), self-employment, and/or military service. Account for your time during any intervals of unemployment other than when attending school. Attach additional sheets if necessary.

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

From: _____ To: _____

Mo. Yr.

Mo. Yr.

Last monthly pay: \$ _____

Hours per week: _____

Supervisors Name and Title: _____

Reason for leaving or seeking other
employment: _____

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

From: _____ To: _____

Mo. Yr.

Mo. Yr.

Last monthly pay: \$ _____

Hours per week: _____

Supervisors Name and Title: _____

Reason for leaving or seeking other
employment: _____

Employer: _____

Telephone: _____

Complete address: _____

Your Title: _____

Duties: _____

From: _____ To: _____

Mo. Yr.

Mo. Yr.

Last monthly pay: \$ _____

Hours per week: _____

Supervisors Name and Title: _____

Reason for leaving or seeking other
employment: _____

SKILLS AND ABILITIES

Clerical Skills (required for clerical positions only)

Mark your current skills and abilities (subject to verification by examination)

- () Type: _____ wpm () Ten-key adder () Transcribing machine
() Shorthand: _____ wpm () Computer terminal () Other: _____

Mark the job tasks in which you have experience and ability:

- () Acing as receptionist and answering phones () Computing with numbers
() Composing correspondence, preparing reports () Typing tables or graphs
() Filing, sorting, arranging documents () Typing from transcribing machine

Operator Skills (required for operator positions only)

Mark the equipment and machinery you can operate (your skills may be tested)

- () Asphalt roller () Diesel truck () Grader
() Asphalt lay down () Multi-speed trans () Trencher
() Asphalt cutter () Automatic trans () High-pressure sewer clean
() Bucket truck () Backhoe () Water Pumps
() Pickup (Standard trans) () Front-end loader () Tapping machine
() 10-wheel dump truck () Street sweeper () Other: _____
() Snow plow () Welder

EDUCATION

Have you graduated from high school or completed a GED or equivalent? () Yes () No

Name and location of high school: _____

If no, circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

Table with 6 columns: College, Business or Technical College Name/Location, Dates Attended, Official Major and area of emphasis, Credit Hours completed, Date Graduated, Type of degree obtained.

Other Education, trade school, correspondence etc... (Please specify as above)

CERTIFICATION

Levan Town is an Equal Opportunity Employer and provides that employment and promotion shall be based on merit and qualifications, and shall in no way be influenced by race, religion, sex, color, national origin, age or handicap.

Be careful that you have answered all questions on your application correctly and consider all statements fully so that your eligibility can be decided on all the facts. Sign your name below.

The information I have given on this application is true and correct to the best of my knowledge. Levan Town is authorized to make of all prior employment records; and authorize investigation of all statements in this application and/or statements made in the interviewing process. ; I understand that misrepresentation or omission of facts or falsification may subject me to disqualification or dismissal.

Date: _____ Signature of Applicant: _____