

Employment Application



All applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, marital status, national origin, physical or mental disability. The following information is requested in order to help us make the best possible placement within the City of Lawrence. City of Lawrence subscribes to a DRUG FREE WORKPLACE. YOU WILL BE REQUIRED TO SUBMIT TO A DRUG SCREEN AS PART OF OUR PRE-EMPLOYMENT PROCESS.

All portions of this application pertaining to you must be completed. Please complete the application in its entirety. Please do not refer to information on your resume (ex: "See Resume" instead of completing your work history).

Applications completed in entirety will be kept on file for one year from the date of submission. Applications on hand are reviewed prior to any other advertising or posting of open positions.

City of Lawrence participates in E-verify.

City of Lawrence will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form 1-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, City of Lawrence is required to provide you with written instructions and an opportunity to contact OHS and/or the SSA before taking adverse action against you, including terminating your employment.

For Human Resources only:

Applicant Name: _____

Date: _____ Date: _____

Forward to: _____ Forward to: _____

Revised July 2020

Parts of this application is public record

Please use ink and print legibly

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applying for: _____

Department: _____

You are applying for: ___ Full-time ___ Part-time ___ Seasonal ___ Other: _____

Date available for employment: _____ Desired Wage: _____

Have you ever worked for the City of Lawrence? YES NO
 If yes, when? _____

If you were previously employed by the City of Lawrence under a different name, what was the name? _____
Dates of employment under that name? _____

Do you have any relatives presently employed by the City of Lawrence? YES NO

Name of relatives: _____

Are you able to perform the essential functions of the position in which you are applying, with or without reasonable accommodation(s) in a safe and effective manner? YES NO

Are you available to work overtime? YES NO

Shifts? YES NO

Weekends? YES NO

Holidays? YES NO

General Information

Are you legally eligible to work in the United States? YES NO

(Upon employment, all employees are required to provide proof of eligibility to work in the United States)

If you are younger than 18, can you furnish a work permit? YES NO

Have you ever been convicted of a felony? YES NO

If you marked yes, please state the nature of the violation: _____

Parts of this application is public record

Have you ever been disciplined or fired by an employer? YES NO
If you marked yes, please explain: _____
Have you ever been refused a fidelity bond? YES NO Not applied for fidelity bond
Do you have a valid CDL license? YES NO Expiration Date: _____
Do you have a valid driver's license? YES NO Expiration Date: _____
Do you speak any language(s) fluently other than English? YES NO If yes, what other languages to you speak fluently? _____

Education

High School: _____ Address: _____
Did you graduate? YES NO Diploma/years completed: _____
College: _____ Address: _____
Did you graduate? YES NO Degree/years completed: _____
College: _____ Address: _____
Did you graduate? YES NO Degree/years completed: _____
Vocational/Business School _____ Address: _____
Did you graduate? YES NO Degree/years completed: _____
Other: _____ Address: _____
Did you graduate? YES NO Degree/years completed: _____

Other

List your professional organization memberships, professional designations, special knowledge, skills, certificates and volunteer activities. Exclude data that indicates your age, gender, religion, national origin or disability

Parts of this application is public record

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ Number of years served? _____

Highest Rank: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Other Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Other Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Other Phone: _____

Parts of this application is public record

Acknowledgement and Signature

Please indicate that you have read and understand each provision of the following Applicant's Statement by placing your initials beside each paragraph.

- _____ 1. I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in no employment being offered, an offer being withdrawn or, in the event of employment, in discharge.
- _____ 2. I hereby authorize investigation of all statements contained in this application. I understand that information may be obtained through interviews with references and/or past employers, from educational institutions, through a credit check, a criminal history check and/or driver's record check. This inquiry may include information about my personal characteristics, as well as information about my work performance and workplace conduct. I hereby consent to consideration of any statements of references, former employers or others provided in response to the inquiry. If City of Lawrence decides to obtain a consumer credit report, I understand that it will provide, at my request, the name and address of the reporting agency so that I may obtain from such reporting agency the nature and substance of information contained in such report.
- _____ 3. I hereby release my references and my previous employers from liability for their furnishing information concerning me. I also release City of Lawrence for any employment decision it makes on the basis of such information.
- _____ 4. I understand that, if I am hired, I may be required to undergo a physical examination and/or drug screen, as a condition of beginning employment, and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary to determine my ability to perform the duties for the position for which I am hired. I understand that a drug screen is required by City of Lawrence for all employees and information obtained in the drug screen will be made available to specific individuals at City of Lawrence. All medical information will be handled in accordance with the Health Insurance Portability and Accountability Act of 1996 and the Americans with Disabilities Act.
- _____ 5. I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by federal law.
- _____ 6. I understand that this application is not, nor intended to be, a contract of employment and if I am hired, my employment is for no fixed period of time and either I or City of Lawrence can end the relationship at any time and for any reason. I understand that no representative of City of Lawrence other than the Mayor has the authority to enter into any employment agreement for any specific person of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding. I further understand that statements contained in policies, handbooks or other materials do not create any guarantee of employment and that City of Lawrence has the right to modify, discontinue or establish policies, benefits plans or other programs within the limits and requirements imposed by law.

Signature: _____ Date: _____

Note: An Application not completed in its entirety will not be considered. Please look over your entire application to make sure you have responded to every item. Return completed application to Human Resources City of Lawrence 9001 E 59th Street Suite 300, Lawrence, IN 46216. Applications can also be submitted to humanresources@cityoflawrence.org