



CITY OF MONROE
APPLICATION FOR EMPLOYMENT
 Please type or print, do not use pencil.

The City of Monroe considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or and other legally protected status. The City of Monroe is an equal opportunity employer.

Position(s) Applied For	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry <input type="checkbox"/> Friend <input type="checkbox"/> Other	

Last Name	First name	Middle Name
Address	City	State/Zip
Telephone Number	Alternate Number/E-mail Address	Social Security Number

Best time to contact you at home _____ A.M P.M

If you are under 18 years of age, do you have proof of you eligibility to work _____ Yes No

Have you ever filed an application with the City of Monroe before Yes No

If so, give date: _____ Yes No

Have you ever been employed with us before _____ Yes No

If so, give date: _____ Yes No

Do any of your friends or relatives, other than spouse work here? Yes No

Please List: _____ Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because Visa or immigration Status? Yes No

Proof of citizen ship or immigration status will be required upon employment Yes No

Date available for work: Full-Time
 Part-Time - Please indicate Mornings Afternoons Evenings
 Temporary - Please indicate dates available _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Is there any reason why you would be unable to perform the essential functions of the job for which you are applying? No Yes If yes, please explain _____

Veteran's Preference	
Are you a U.S Veteran?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of active duty FROM: _____ TO: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of the reserves or national guard?	
Those wishing to claim veteran's preference MUST SUBMIT PROOF OF SERVICE (DD214) which includes dates of active duty!	

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor			
		Hourly Rate/Salary		
Reason for leaving		Starting	Final	

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor			
		Hourly Rate/Salary		
Reason for leaving		Starting	Final	

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number				
Job Title	Supervisor			
		Hourly Rate/Salary		
Reason for leaving		Starting	Final	

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

Other Qualifications -- Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills -- (List skills/equipment operated).

State any additional information that you feel should be used when considering your application.

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employer may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in written by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I Understand also, that i am required to abide by all rules and regulations of the employer.

Signature of Applicant