

# CITY OF OTTAWA

## APPLICATION FOR EMPLOYMENT

### NCAT

DATE OF APPLICATION \_\_\_\_\_

*AN EQUAL OPPORTUNITY EMPLOYER*

#### PERSONAL DATA

NAME: \_\_\_\_\_ S.S.#: \_\_\_\_\_  
(LAST) (FIRST) (M.I.) (BIRTH NAME)

HOME ADDRESS: STREET: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

#### EMPLOYMENT DATA

Are you legally eligible for employment in this country?..... YES  NO   
(Proof of U.S. citizenship or immigration status will be required upon employment.)

DATE OF BIRTH: \_\_\_\_\_ GENDER: MALE  FEMALE   
Month Day Year

#### SECURITY DATA

Have you ever been convicted of a felony?  YES  NO If yes, please briefly describe the circumstances of your conviction, indicating the date, nature, and place of the offense and disposition of the case:

Do you have a valid driver's license?  YES  NO (If yes) Issuing State \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you have a CDL Driver's License?  YES  NO

#### EDUCATION AND TRAINING

Type of Major/Minor School	Name & Address of School <small>Include Street Address, City, State and Zip Code</small>	Dates Attended	Graduated	Type of Degree, Diploma or Certificate	Field of Study
High School					
College/ University					
Other Education or Training					

FOREIGN LANGUAGE (LIST FLUENT ONLY) \_\_\_\_\_ READ  WRITE  SPEAK

**MILITARY**

Did you serve in the U.S. Armed Services? YES  NO

What Branch? \_\_\_\_\_ Dates of Service \_\_\_\_\_

**EMPLOYMENT HISTORY**

List your last three employers, starting with the most recent, including military experience. Note any periods you were not employed.

From	To	Most recent or current Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving	Hourly Rate/Salary		
	Start \$	per	Final \$ per

From	To	Second recent Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving	Hourly Rate/Salary		
	Start \$	per	Final \$ per

From	To	Third Most recent Employer	Telephone
Job Title		Address	City, State, Zip
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities	

Reason for Leaving	Hourly Rate/Salary		
	Start \$	per	Final \$ per

PLEASE LIST THREE (3) REFERENCES (NO RELATIVES):

NAME	PROFESSION	STREET ADDRESS	CITY	STATE, ZIP CODE	TELEPHONE
					( )
					( )
					( )

It is understood and agreed upon that any misrepresentation or omission by me in the application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_