

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 _____