

EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma: Yes No GED? Yes No

If not, highest grade completed: _____

Name and location of last High School Attended: _____
 Name City State

List Special Training (Business, Trade, Vocational, etc.) below:

Name and Location	Total Hours Completed	Hours Required for Certification	Course/Subject Taken	Certifications Received

List Colleges and Universities attended below:

Name and Location	Credit Hrs. Received	Did you Graduate?	Major/Minor Degree Course of Study	Type of Degree Received

EMPLOYMENT HISTORY

List all positions that you have held, starting with your most recent. Include military experience and account for all periods you were unemployed.

Name, Address and Phone Number	From Month/Year	To Month/Year	Specific Duties	Reason for Leaving	Salary	Supervisor

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Name, Address and Phone Number	From Month/Year	To Month/Year	Specific Duties	Reason for Leaving	Salary	Supervisor

PERSONAL REFERENCES (not former employers or relatives)			
Name	Address	Phone Number	Number of Years Known

ALL APPLICATIONS MUST BE SIGNED BY APPLICANT TO BE CONSIDERED

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

In making this application for employment I authorize the City of East Ridge to make an investigative consumer report whereby information is obtained through personal interviews with personal references. This inquiry, if made, may include information as to my character, general reputation and personal characteristics. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

Date