

City of Thomaston

P. O. Box 672
Thomaston, GA 30286

EMPLOYMENT APPLICATION

The City of Thomaston is an equal opportunity employer. We consider all applicants for all positions qualified without regard to race, color, religion, gender, national origin, age, marital or any other legally protected status.

This application will only be considered for positions currently posted (application must be received before the closing date of the posting) and held for consideration only sixty (60) days if the same position is posted a second time. After sixty days even if applying for the same position, you must complete a new application. You must complete an application for each individual position which you want to be considered within the posting dates.

Position Applying for: _____ Date of application: _____

Name: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Telephone: _____

Have you filed an application here before? No Yes If yes, when? _____

Have you ever been employed for the City of Thomaston before? No Yes If yes, when? _____

Are you employed now? No Yes May we contact your present employer? No Yes

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? No Yes
(Proof of citizenship or immigration status will be required upon employment – This employer uses E-Verify/SAVE)

Are you available to work Full-Time Part-Time Shift Temporary

Are you on a lay-off subject to recall? No Yes

Can you travel if the job requires it? No Yes

Have you ever been convicted of a felony? No Yes N/A

(Yes or No required to be indicated on application only for Police Applicants. All others may indicated N/A on application)

If Yes, Please explain _____

Veteran of the U.S. military service? No Yes If yes, Branch _____

List professional, trade, business or civic activities and offices held (Exclude those which indicate race, color, religion, gender, age, or national origin).

Give name, address, and telephone number of three references who are NOT related to you and are NOT previous employers.

1. _____
2. _____
3. _____

EDUCATION

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree	_____	_____	_____	_____
Describe course of study				
Describe specialized training, apprenticeships, skills, and extra-curricular activities				

Honors Received:

Indicate what languages other than English do you speak, read and/or write:

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

Special Skills and Qualifications: Summarize any special skills or qualifications you have from education or previous employment applicable to the position you are applying for:

EMPLOYMENT EXPERIENCE

Start with you present or more recent job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, gender, national origin or other protected status. Include 10 years of employment history.

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

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

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

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

I certify that the answers given on this application are true and complete to the best of my knowledge. I authorize an investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision. In the event of employment, I understand that any false or misleading information given in my application or any interview (s) may result in discharge. I understand, also, that I am required to abide by all of the rules and regulations of the City of Thomaston if I am offered and accept employment.

Date

Signature of Applicant

Printed name of Applicant



City of Thomaston Voluntary Disclosure Form

The City of Thomaston is an Equal Opportunity Employer. As required by law, we must record certain information for the Equal Employment Opportunity Commission (EEOC).

The following self-identify information is voluntary but assists the City with EEOC reporting. This information is confidential and only used for the purposes allowed by applicable laws. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. Applicants are under no obligation to respond.

Name: _____ Position Applied For: _____

Date: _____

Gender: Male Female

Age: _____

Race: White Black Hispanic American Indian/Alaskan Native

Asian/Pacific Islander Two or more Races

I do not wish to participate in this voluntary self-identification

Signature: _____

Definitions:

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

American Indian or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment.

Asian/Pacific Islander (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam; and A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Two or More Races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.