



# Application for Employment

Attention: Human Resources  
12000 Findley Road, Suite 400  
Johns Creek, Georgia 30097  
Telephone: 678.512.3200

**INSTRUCTIONS:** *You must complete this application even if a resume has been submitted online. Type or print in ink. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.*

Position for which you are applying: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last, First, Middle)

Last Four Digits of SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, Apt. #)

\_\_\_\_\_  
(City, State, Zip Code)

Home Telephone: \_\_\_\_\_

Alternate Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other Telephone: \_\_\_\_\_

**Please answer the following questions:**

Are you 21 years old or older?  Yes  No

Do you have a valid driver's license?  Yes  No

State: \_\_\_\_\_ License #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Class: \_\_\_\_\_

Have you ever been employed by the City of Johns Creek or one of its contractors?  Yes  No If yes, when and in what capacity? \_\_\_\_\_

Are any members of your family or household employed by the City of Johns Creek or one of its contractors?  Yes  No

If yes, give name(s), relationship(s), and position(s) held: \_\_\_\_\_

Have you ever served on active duty with U.S. Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_

Date entered active duty: \_\_\_\_\_ Date discharged/separated: \_\_\_\_\_ Final rank: \_\_\_\_\_

List any other names under which you have worked, applied for work, or attended school: \_\_\_\_\_

Employment desired:  Fulltime Only  Part-Time Only  Full- or Part-Time

If you are not available for work now, enter the earliest date you could begin work (mo./day/yr.): \_\_\_\_\_

Have you ever been discharged or asked to resign from any position?  Yes  No

If yes, give details: \_\_\_\_\_

If offered employment, will you be able to provide proof of identity/authorization to work in the U.S.?  Yes  No

Computer skills:  MS Word  Excel  Outlook  Power Point  Other \_\_\_\_\_

General computer knowledge:  Basic  Intermediate  Advanced

Other languages spoken: \_\_\_\_\_

*The City of Johns Creek is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, ethnic origin, national origin, marital or veteran status, citizenship, age or disability.*

## EDUCATION

Name of High School:		Address: <i>(City, State, Zip)</i>		High School Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you did not graduate from high school, do you have a G.E.D. equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No				Date Received:	
College/University Name & Address <i>(City, State, Zip)</i>		Dates Attended (Month/Year)		Credit Hours Earned	
		From      To		Quarter      Semester	
				Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				Type of Degree <input type="checkbox"/> Military OR <input type="checkbox"/> Civilian	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Business, Trade, Technical Schools and Other Training	Dates Attended (Month/Year)		Hours Per Week	Certification Received	Area of Study
	From	To			

Professional Licenses/Certifications <i>(i.e., Engineering, Law, etc.)</i>	Date Issued	Date Expires	Issuing Agency	License #

## EMPLOYMENT HISTORY

**Complete the entire section in detail—do not use “see resume.”** List chronologically all employment for the last 10 years including current, part-time, and volunteer employment. All periods of time must be shown. Any length of time not employed, indicate dates of unemployment. Please attach a separate sheet of paper for additional employment history, if necessary. You must complete addresses with zip code and telephone numbers for all employers. Failure to give complete information regarding each job held will result in disqualification.

May we contact your current employer for a reference?  Yes  No  Not Applicable

1. Name of Present Employer:			
Address:			
Job Title:		Beginning Salary:	Ending Salary:
From: Month      Year		To: Month      Year	
Supervisor's Name:			Telephone:
Duties & Responsibilities:			
Reason for Leaving:			



# APPLICANT'S STATEMENT

*The following statements are general conditions for employment. This application does not constitute an offer for employment, merely the opportunity to compete for the position. Your application is subject to review and may be rejected at any time if shown that you do not meet the qualifications specified in the announcement for the position for which you are applying. **Please read and initial the following statements and sign and date this form for your application to be considered complete.***

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a criminal history check and/or a driver's record check. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. \_\_\_\_\_

I hereby release all parties, including but not limited to the City of Johns Creek personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action the City of Johns Creek takes on the basis of such information. \_\_\_\_\_

I understand that, if I am offered a job, as a condition of beginning my employment, I will be required to undergo a drug and alcohol test. I understand that failure to pass this test will result in the withdrawal of the employment offer. \_\_\_\_\_

I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law. \_\_\_\_\_

I understand that, upon employment, I will sign an agreement relating to confidential information, if required. \_\_\_\_\_

I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the City of Johns Creek, nor am I in possession of, nor will I at any time reveal to the City of Johns Creek under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity. \_\_\_\_\_

I certify that all statements on this application form and attachments are true and complete to the best of my knowledge. I understand that false, misleading or incomplete information shall be sufficient cause for disqualification or dismissal and other penalties as may be prescribed by law.

\_\_\_\_\_  
Clearly Print/Type Applicant Name

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

\_\_\_\_\_  
Date Signed

*THIS APPLICATION WILL REMAIN ACTIVE FOR ONE (1) YEAR FROM DATE RECEIVED.*

*PLEASE REQUEST A COPY FOR YOUR PERSONAL RECORDS WHEN SUBMITTED.*