

Application For Employment

City Of Point Pleasant

400 Viand Street • PO Box 204 • Point Pleasant WV 25550
Phone 304-675-2360 • Fax 304-674-8005

The City of Point Pleasant considers applicants for all positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, marital or familial status, veteran status, or any other legally protected class or status. Equal access to all programs, services and employment is available to everyone; if you require reasonable accommodation to complete the application and/or the interview process, please notify the Human Resource Director.

Position Applied for _____

Date of Application _____

Personal Information

Name _____

Social Security Number _____

Address _____

City, State, Zip _____

(_____) _____
Home Telephone

(_____) _____
Other Telephone

If you are under 18 can you furnish a work permit?

yes no

Are you legally eligible for employment in this country?

yes no

Have you applied for employment with the City in the past 2 years?

yes no

If yes, please give approximate date of application: _____

Have you ever been employed by the City of Point Pleasant?

yes no

If yes, please give approximate date of employment: _____

Have you plead, "Guilty," or, "no contest," or been convicted of a felony?

yes no

If yes, please give approximate date of conviction: _____

Date Available for Work _____

Desired Rate of Pay _____

Employment desired: Full-time Part-time Temporary Seasonal Per Diem

Are you willing to work overtime?

yes no

Are you willing to work weekends or holidays if necessary?

yes no

Education

	School Name	City, State	Course of Study	Years Completed	Degree
High School					
Undergraduate					
Graduate					
Other					

Additional Training: _____

Skills & Qualifications

Do you possess a Valid Driver's License? yes no

If yes, list state and license number: _____

Do you possess a valid Commercial Driver's License (CDL)?

If yes, list state and license number: _____

Please list any skills you have developed or current licenses or certificates you have earned which demonstrate your ability to perform job-related functions for this position: _____

References

	Name	Occupation	City, State	Years Acquainted	Telephone
1					
2					
3					

Please list individuals familiar with your educational or work performance; do *not* list relatives.

Emergency Information

In the event of an emergency, please contact: _____
Contact Name Telephone

Employment History

Employer Name _____	From _____ To _____ Dates of Employment	
Mailing Address _____	Reason for Leaving _____ (_____)	
City, State, Zip _____	Telephone _____	
Job Title _____	Supervisor's Name _____	Final Salary _____
List job duties and responsibilities: _____ _____		
May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no		

Employer Name _____	From _____ To _____ Dates of Employment	
Mailing Address _____	Reason for Leaving _____ (_____)	
City, State, Zip _____	Telephone _____	
Job Title _____	Supervisor's Name _____	Final Salary _____
List job duties and responsibilities: _____ _____		
May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no		

Employer Name _____	From _____ To _____ Dates of Employment	
Mailing Address _____	Reason for Leaving _____ (_____)	
City, State, Zip _____	Telephone _____	
Job Title _____	Supervisor's Name _____	Final Salary _____
List job duties and responsibilities: _____ _____		
May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no		

Applicant Name _____

Social Security Number _____

Applicant Certification

I certify the information I have provided in this application is true and complete to the best of my knowledge. I understand providing false, incomplete, or inaccurate information will disqualify my application from further consideration for employment, and will be grounds for dismissal upon discovery.

I authorize the City of Point Pleasant to verify any information provided by me within this application, on any submitted resume, and throughout the interview process. I understand this may include verification of personal information, including a criminal background check and verification of my driver's license(s). Information regarding my education, licenses and certifications, references, and employment history will also be verified. I authorize any agent, employee or representative of any public agency, educational facility, person, or employer to comply with this informational request, and release any individuals or organizations requesting or supplying this information from all liability or responsibility to me for doing so.

I understand this application will remain active for one year. After that time, I must submit a new application to be considered for employment.

This application does not constitute an agreement or contract for employment. I understand that if I am hired, I am free to resign at any time with or without prior notice and the City of Point Pleasant reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as required by law.

Signature _____

Printed Name _____

Date _____

Office Use Only

- Pre-Employment**
- Work Permit
 - Legal Authorization to Work
 - City Application
 - City Employment
 - Criminal Background Check
 - Driver's License Verification
 - CDL Verification
 - Education
 - Certifications
 - References
 - Employment History
 - Other _____

- Post Employment**
- Social Security Card
 - Driver's License or State ID
 - W-4
 - W-9
 - State of West Virginia Tax Form
 - State of West Virginia New Hire Form
 - Legal Authorization to Work Form
 - Work Permit
 - CPR Card
 - Lifeguard Certification
 - Benefits Package
 - Other _____