

## Town of Loxley Employment Application

The Town of Loxley considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

**PLEASE PRINT ALL INFORMATION**

Position Applied For:

Date of Application:

Last Name:

First Name:

Middle Name:

Title (Sr., Jr.,  
Etc.)

Address: (Include physical address if different from mailing):

Telephone:

Social Security Number:

Driver's License No. & State

U. S. Department of Justice Immigration & Naturalization Service  
Form I-9, Employment Eligibility Verification completed:

Yes

No

Have you ever filed an application with the Town of Loxley before?  Yes  No

Have you ever been employed by the Town of Loxley before?  Yes  No

If yes, please give approximate date of employment: \_\_\_\_\_

Are you currently employed?  Yes  No      May we contact your current employer?  Yes  No

If you are offered employment with the Town of Loxley,  
When will you be available for work? \_\_\_\_\_

Have you ever been convicted of a criminal offense other than a minor traffic violation?  Yes  No

If yes, please give approximate dates, specific charges, sentence, and court where tried.

Education:     College Graduate     Some College     High School Graduate/ G. E. D.  
                   Some High School

**EDUCATION:** Give Schools and College(s) attended. List educational achievements on a separate sheet and attach to application along with copies of certificates, degrees, or other documentation you wish to be considered in judging your qualifications for the position.

School Name	Address	Course (Major)	Degree?

**REFERENCES:** Provide three references (not relatives or previous employers)

Name	Address	Phone

**RESIDENCE:** Last residences for the past six years

Complete Physical Address (Not P. O. Box)	From:	To:

**EMPLOYMENT HISTORY:**

List your employers over the past 10 years (start with the most recent)

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

**EMPLOYMENT HISTORY: Continued**

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

Employer			Duties:
Job Title			
Address			
Phone			
Tenure Years	Hire Date	Leave Date	Reason for Leaving:
Salary Start		Salary End	

**APPLICANT'S STATEMENT:** Please summarize your qualifications for the job you wish to obtain and tell us why you want that particular job in the spaces below.


**PLEASE READ CAREFULLY BEFORE SIGNING. YOUR APPLICATION WILL NOT BE CONSIDERED IF THE FOLLOWING SECTION IS NOT PROPERLY SIGNED:**

I certify that the answers given herein are true and complete to the best of my knowledge.

I understand that false or misleading information given in my application of interview(s) may result in discharge in the event I am employed by the Town of Loxley.

I understand that, if I am employed, I am required to abide by all rules and regulations of the Town of Loxley.

I authorize the Town of Loxley to contact any and all of the references, employers (unless otherwise indicated), agencies, and/or other persons I have listed above (as well as others not listed) to obtain previous employment information or any other pertinent information that they may have and authorize them to release any and all verifying information.

I authorize the Town of Loxley to conduct a criminal history investigation in connection with my application for employment.

I release the above-mentioned references, former employers, their agents and employees, and every other person identified in this application from any and all liability for any damages that may result from information collected by the Town of Loxley.

I understand that my employment by the Town of Loxley, in the event that I am hired, will be at will.

I understand that any offer of employment which I may receive from the Town of Loxley will be contingent upon my passing a pre-employment physical and drug screen test.

I understand that this application for employment shall be considered active for a period of time not to exceed ninety (90) days from the date it is filed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

