# City of St. Clairsville

## Employment/Job Application

***Please complete each section, EVEN IF you decide to attach a resume.***

### Personal Information

**Full Name**: _____ **Date**: _____
First Middle Last

**Home Address**:_____
Street Apt/Suite City ST Zip Code

**Email**: _____**Phone**: _____ **Date Available**: _____

**Position** _____**Employment Desired**: ☐ Full-Time ☐ Part-Time ☐ Seasonal

### Employment Eligibility

**Are you legally eligible to work in the U.S.?** ☐ Yes ☐ No

**Are you related to a current City employee?** ☐ Yes ☐ No, **If yes, name:** _____

### Education

**High School:** _____**City/St.** _____**Graduate?** ☐ yes ☐ no ☐ GED

**College:** _____**City/St.** _____**Graduate?** ☐ yes ☐ no ☐ Degree

**Other:** _____**City/St.** _____**Degree/Certification?** ☐ yes ☐ no

### Previous Employment

**Employer 1:** _____**Email** _____ **Phone** _____

**Address:** _____**Job Title:** _____

**Start Date:** _____**End Date:** _____**Reason for Leaving**_____

**Responsibilities:** _____

**Employer 2:** _____**Email** _____ **Phone** _____

**Address:** _____**Job Title:** _____

**Start Date:** _____**End Date:** _____**Reason for Leaving**_____

**Responsibilities:** _____

## Professional References

**Name:** _____**Relationship:** _____**Company:**_____

**Title:** _____ **Phone Number:**_____

**Name:** _____**Relationship:** _____**Company:**_____

**Title:** _____ **Phone Number:**_____

**Name:** _____**Relationship:** _____**Company:**_____

**Title:** _____ **Phone Number:**_____

## Disclaimer

Applicant understands that the City of St. Clairsville is an Equal Opportunity Employer and committed to excellence through diversity. **All applicants are subject to a pre-employment background check and drug test as part of the hiring process**.

To ensure this application is acceptable, please print or type the application in its full completion for it to be considered.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment termination.

**SIGNATURE** _____ DATE _____

**PRINT NAME** _____