



City of Lauderdale Lakes Application for Employment

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodations for the application and/or interview process should notify a representative of the Office of Human Resources and Risk Management.

Name _____ Requisition # _____

Street Address _____ City _____ State/Zip _____

Telephone # (_____) _____ Other Phone # (_____) _____ Email Address _____

Position applied for _____

Referral Source (Please check the appropriate category and name the source.)

Walk-in _____ City's Website _____

Referral _____ Job Fair _____

Advertisement _____ Other _____

If necessary, best time to call you at home is ... _____ : _____ **AM**
_____ **PM**

May we contact you at work? Yes No

If **yes**, work number and best time to call:

(_____) _____ : _____ **AM**
_____ **PM**

Have you submitted an application here before? ... Yes No

Have you ever been employed by the City before? Yes No

If **yes**, please give dates of employment:

from: _____ to _____

Do you have a relative who is employed here? Yes No

If **yes**, who? _____

Are you legally eligible for employment in this country? Yes No

Date available to work:

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Type of employment desired: Full-Time Part-Time
 Seasonal Temporary

This space is left blank intentionally

Employment History

Starting with your most recent employer, provide the following information:

Employer	Telephone #	Month	Year	Month	Year
		Dates employed: / to /			
Street Address		City		State/Zip	
Starting job title/final job title		Starting job salary/final job Salary \$ _____ \$ _____			
Immediate supervisor and title (for most recent position held)					
Why did you leave?					
Summarize the type of work you performed.					
What did you like most about your position?					
What were the things you liked least about the position?					
Employer	Telephone #	Month	Year	Month	Year
		Dates employed: / to /			
Street Address		City		State/Zip	
Starting job title/final job title		Starting job salary/final job Salary \$ _____ \$ _____			
Immediate supervisor and title (for most recent position held)					
Why did you leave?					
Summarize the type of work you performed.					
What did you like most about your position?					
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Employer	Telephone #	Month	Year	Month	Year
		Dates employed: / to /			
Street Address		City		State/Zip	
Starting job title/final job title		Starting job salary/final job Salary \$ _____ \$ _____			
Immediate supervisor and title (for most recent position held)					
Why did you leave?					
Summarize the type of work you performed.					
What did you like most about your position?					
What were the things you liked least about the position?					

Employment History (Continued)

Explain any gaps in your employment, other than those due to personal illness, injury, or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes.)

Microsoft Word Excel PowerPoint Access Publisher Outlook Internet

Other _____

Educational Background

Starting with your most recent school attended, provide the following:

School (include City and State/Zip)	Years Completed	Completed	GPA Class Rank	Major/Minor

References

List the name and telephone number of four business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known

Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude membership that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental, or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If **yes**, please explain: _____

Is there any other job-related information you want us to know about you? _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law or written contract. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager or designee.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** ____/____/____