

CITY OF RUSHVILLE
330 N. MAIN ST., SUITE 200
RUSHVILLE, IN 46173

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Position applied for _____		Date of application _____	
Name _____		Social Security # _____	
LAST	FIRST	MIDDLE	
Address _____			
STREET	CITY	STATE	ZIP CODE
Telephone _____	Cell _____	E-mail _____	

If under 18 please state age _____ Have you ever been employed with the City _____
 If yes, when/position _____

Do you have a family member or acquaintance who is currently an employee of the City? _____

If so, who _____ Relationship _____

Are you eligible for employment in this Country? () Yes () No Date available for work _____

Type of employment desired () Full-time () Part-Time () Temporary/Seasonal

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? () Yes () No

If yes, please provide date(s) and details _____

Driver's License Number _____ State _____

Skills & Qualifications

Summarize any special training, skills, licenses and/or certifications that may qualify you as being able to perform job-related functions in the position for which you are applying.

Educational Background

School	Name & Address	Number of years Completed- Graduated	Course of Study
High			
College			
Other specify			

Personal References

Name & Occupation	Address	Phone Number

The City of Rushville is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other legally protected status. All reasonable requests for ADA assistance during the testing process must be submitted in writing with your application.

Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	
FROM	TO	EMPLOYER	TELEPHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		NATURE OF WORK PERFORMED	
REASON FOR LEAVING		HOURLY RATE/SALARY	

May we contact the employers listed above? () Yes () No If not, indicate which you do not wish us to contact.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the City of Rushville is true, complete and correct.

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) cancel further consideration of this application, or (II) immediately discharge me from the employer's service, whenever it is discovered.

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 information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a 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 without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. 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 agreement contrary to the foregoing express language are valid unless they are in writing and signed by the Board of Public Works and Safety of the City of Rushville.

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

Signature of Applicant _____ Date _____