



# City of Winder

## Employment Application

Form 1 rev. 1/19

<b>Applicant's Name:</b>	
<b>Position applied for:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Contact Number:</b>	

- **Employment type:**  Internship  Part-Time  Full-Time
- **Are you 21 years of age or older:**  Yes  No
- **Are you a United States Citizen or legally eligible for employment:**  Yes  No
- **Have you ever worked for the City of Winder:**  Yes  No
- **Are you related to anyone currently employed with the City of Winder:**  Yes  No
- **How were you referred:**  City Employee  Family/Friend  School/Job Fair  
 City Website  GMA Website  Indeed.com  Facebook  Other

### EDUCATION

- **Highest Level of Education (completed):**
  - GED  High School Diploma  Vocational/Technical Training  Some College
  - Associate's Degree  Bachelor's Degree  Master's Degree  PhD
- If you graduated with a College Degree or a post High School/technical certificate/degree, please provide the following information:

<b>University/College/School :</b>	
<b>City &amp; State</b>	
<b>Degree/Program of Study</b>	

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**EMPLOYMENT** (list your current/most recent employer first):

<b>Employer:</b>			
<b>City &amp; State:</b>			
<b>Job Title:</b>			
<b>Work performed:</b>			
<b>Start date (mm/yy):</b>		<b>End date (mm/yy):</b>	
<b>Direct Supervisor:</b>			
<b>Employer Phone Number:</b>			

- Are you still currently employed?  Yes  No
- Were you involuntary terminated from this employer?  Yes  No  
If Yes, provide the reason: \_\_\_\_\_
- Was this a full-time position?  Yes  No
- Did you supervise other employees?  Yes  No

<b>Employer:</b>			
<b>City &amp; State:</b>			
<b>Job Title:</b>			
<b>Work performed:</b>			
<b>Start date (mm/yy):</b>		<b>End date (mm/yy):</b>	
<b>Direct Supervisor:</b>			
<b>Employer Phone Number:</b>			

- Were you involuntary terminated from this employer?  Yes  No  
If Yes, provide the reason: \_\_\_\_\_
- Was this a full-time position?  Yes  No
- Did you supervise other employees?  Yes  No

Please include all jobs held in the last ten (10) years, including part-time employment. If needed, please include additional copies of page 2 in order to list all employers.

List below the names and contact information of three (3) persons (not relatives or former employers) who have knowledge of your character and qualifications.

<b>Name</b> (first & last)	<b>Phone Number</b>	<b>Email</b>	<b>Employer</b>

**CERTIFICATIONS AND LICENSES**

- Do you have a valid Georgia Driver’s License?  Yes  No
- List other certifications, licenses, and skills that you hold that could be considered for this position.


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I certify that all the information submitted by me on this application and attached resumes are true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected. Employment with the City of Winder is not for a fixed period of time. Employees with the City of Winder have an at-will relationship with the City of Winder.

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, employment verification, state licensing/certification records, credit check, drug screening, and driving records. 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 as required by federal laws.

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.

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Applicant’s Signature

Date

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Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process. We thank you for your interest.

City of Winder  
Human Resources Department  
P.O. Box 56  
Winder, Georgia 30680