



CITY OF LILBURN
340 Main Street • Lilburn, Georgia 30047
City Hall: 770-921-2210 • Police Department: 770-921-2211
www.cityoflilburn.com

Application for Employment

PLEASE PRINT - To be considered for employment, this application must be completed in its entirety. Requested information must be included on this form, even if a Resume is attached.

Position Applying for: _____ Date of Application: ____/____/____

Referral Source: [] Advertisement [] Employee [] Relative [] Government Employment Agency [] Walk-in
[] Private Employment Agency [] Other Name of Source (if applicable) _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Home Telephone Number _____ Social Security Number _____

Cell Phone Number _____ Email Address _____

If necessary, best time to call you at home is _____

May we contact you at work? [] Yes [] No

If yes, your work telephone number and best time to call: _____

If you are under 18, can you furnish a Work Permit? [] Yes [] No

Have you filed an application here before? (If yes, give date _____) [] Yes [] No

Have you ever been employed here before? (If yes, give dates _____) [] Yes [] No

Are you legally eligible for employment in the United States? [] Yes [] No
(Proof of citizenship or immigration status will be required upon employment.)

Are you on layoff and subject to recall? [] Yes [] No

Date available for work ____/____/____

Type of employment desired: [] Full Time [] Part Time [] Temporary Will you be able to work varying shifts?
(May include weekends and holidays) [] Yes [] No

Will you work overtime, if required? [] Yes [] No

Are you able to meet the attendance requirements of this position? [] Yes [] No

Have you ever been bonded? [] Yes [] No

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Yes [] No

If yes, please explain: _____

(Such conviction may be relevant if job related, but does not bar you from employment.)

Driver's License Number _____ State _____

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

List your employers, assignments or volunteer activities for the past 10 years, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	Telephone () -	Summarize the nature of the work performed and job responsibilities
Address	Dates Employed FROM TO	
City State Zip Code		
Job Title	Hourly Rate/Salary STARTING	
Immediate Supervisor and Title	\$ Per	
Reason for Leaving	Hourly Rate/Salary FINAL	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$ Per	

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Immediate Supervisor and Title	\$ Per	
Reason for Leaving	Hourly Rate/Salary FINAL	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$ Per	

SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from training, employment and/or other experiences that may qualify you to work with the City of Lilburn. Include training certifications and POST, if applicable.

Educational Background

(if job related)

- A. List last three (3) schools attended, starting with the last one.
- B. List number of years completed
- C. Indicated degree or diploma earned, if any.
- D. Grade Point Average or Class Rank
- E. Major field of study (if applicable).
- F. Minor field of study (if applicable)

A. School/College	B. Number Years Completed	C. Degree/Diploma	D. GPA/Class Rank	E. Major	F. Minor

FOREIGN LANGUAGE SKILLS: List any foreign language(s) you know and check (✓) the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

SPECIALIZED SKILLS: Check skills and equipment operated.

Computer Software		Accounting	Office Machines	
Microsoft WORD	Microsoft OUTLOOK	Payroll	Computer	Scanner
Microsoft ACCESS	Microsoft PUBLISHER	A/P	Copier/Printer	Digital Camera
Microsoft EXCEL	Graphic Design	A/R	Fax Machine	Transcribing machine
AREV/DOS databases	ASCII	Adding Machine	Typewriter (____WPM)	Postage Meter

ORGANIZATIONS/OFFICES HELD: List professional, trade, business, or civic associations and any offices held.
(Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

SPECIAL ACCOMPLISHMENTS/AWARDS: List special accomplishments, publications, awards.
(Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

ADDITIONAL INFORMATION: List any additional information you would like us to consider.

NOTE TO APPLICANT: DO NOT ANSWER THE QUESTION BELOW UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied: A description of the activities involved in such a job or occupation is attached.

Yes No

References

Professional References

List complete information for at least 2 persons who have knowledge of your work performance.

1. _____
(Name) Telephone Area Code + Number

(Address) City State Zip Code

2. _____
(Name) Telephone Area Code + Number

(Address) City State Zip Code

Personal References

List complete information for a least 2 persons (not related to you).

1. _____
(Name) Telephone Area Code + Number

(Address) City State Zip Code

2. _____
(Name) Telephone Area Code + Number

(Address) City State Zip Code

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the City of Lilburn's service if I have been employed.

I give the City of Lilburn the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Lilburn is an Equal Opportunity Employer. The City of Lilburn does not discriminate in employment and no question on this application is used for the purpose of limited or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that just as I am free to resign at any time, the City of Lilburn reserves the right to terminate my employment at any time during the one-year Probationary Period, with or without cause, and without prior notice. I understand that no representative of the City of Lilburn has the authority to make any assurances to the contrary.

Signature of Applicant

Date (MMDDYYYY)

EMPLOYMENT HISTORY

In the following tables, list all jobs worked in the **LAST 10 YEARS**. Include military, volunteer experience, self-employment, internships, periods of unemployment, **ANY** part-time work, and **ANY** full-time work. **For any gap of unemployment**, write **UNEMPLOYED** under the "NAME OF ORGANIZATION" and explain your means of support (i.e. spouse's income, parents, unemployment benefits, etc.). Be prepared to show supporting documentation such as tax returns, Dept. Of Human Resources letters, etc. Failure to properly complete the employment history section may result in your disqualification. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Follow the example:

EXAMPLE JOB 1

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
Lilburn Police Department	(770) 921-2211	6/1998 Present
COMPLETE ADDRESS: 76 Main Street Lilburn, Georgia 30047		TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR:	OUT OF BUSINESS? YES NO
Police Officer	Sgt. John Doe	NO
DESCRIBE SPECIFIC JOB DUTIES: Patrol officer. Responsible for answering calls for service, report writing, and accident investigation.		
SPECIFIC REASON FOR LEAVING:		
FIRE D	LAY OFF	RESIGNED
END OF ASSIGNMENT		

EXAMPLE JOB 2

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
Bruce Construction	(770)555-6979	1/1995 6/1998
COMPLETE ADDRESS: 7675 Peachtree Industrial Blvd. Norcross, GA 32222		TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR:	OUT OF BUSINESS? YES NO
Construction Foreman	Roy Davis	YES - 1993
DESCRIBE SPECIFIC JOB DUTIES: Supervised 20 construction laborers. Responsible for safety rules compliance, payroll, and inventory control.		
SPECIFIC REASON FOR LEAVING: Company went out of business in 1993 - lay off		
FIRE D	LAY OFF	RESIGNED
END OF ASSIGNMENT		

EMPLOYMENT HISTORY - LIST JOBS IN DESCENDING ORDER BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB.

JOB 1

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 2

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 3

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

EMPLOYMENT HISTORY (continued)

JOB 4

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 5

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 6

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

EMPLOYMENT HISTORY (continued)

JOB 7

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:	TOTAL TIME EMPLOYED:		
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 8

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:	TOTAL TIME EMPLOYED:		
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 9

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:	TOTAL TIME EMPLOYED:		
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

APPLICATION QUESTIONNAIRE

Instructions: If you answer “yes” to questions 3-31, you must explain the “yes” answer fully on the following explanation sheet. Remember to indicate the question number that you are addressing. Failure to follow instructions will result in your application being returned to you.

		YES	NO
1.	Will you consent to a thorough background investigation of your character?		
2.	Will you consent to a rigid medical examination by a physician, upon conditional offer of employment?		
3.	Have you ever been rejected for employment, for any reason, by any law enforcement agency? If “yes”, what agency and why.		
4.	Have you ever been terminated by any law enforcement agency? If “yes”, give the date of termination and reason for termination.		
5.	Have you ever been terminated or asked to resign from ANY job? If “yes”, list the name of the job(s), dates of employment, and reason for termination or resignation under pressure.		
6.	Have you EVER been physically arrested or given a copy of charges for violation of any city, municipal, state, or federal law?		
7.	Have you EVER appeared in any court (including juvenile) as a defendant to answer any city, municipal, state, or federal criminal charge? If so, give the court in which you appeared and the disposition of the case (i.e. conviction, First Offenders, charges dismissed, etc).		
8.	Have you EVER been detained or interviewed by any law enforcement representative, submitted to a polygraph/CVSA, been the subject of any criminal investigation, or been named as the accused on a warrant? If “yes”, explain in detail.		
9.	Have you EVER received any tickets for traffic violations (excluding parking tickets) on any license that you have held since you began driving? If “yes”, list type of violation, date received, jurisdiction, and disposition (i.e. fine, suspension, charges dismissed).		
10.	Have you EVER used, tried, ingested, or experimented with marijuana (including as a juvenile or even one experimental use)? If “yes”, write the total number of times used, date of the first use, and the date of the last use.		
11.	Have you EVER used, tried, ingested, or experimented with ANY other type of illegal narcotics or dangerous drugs (i.e. heroin, cocaine, hashish, speed, lsd, anabolic steroids, etc.)? If “yes” indicate what type of drug, when you used it, and how many times you used the drug.		
12.	Have you EVER sold any type of illegal drug, delivered illegal drugs, shared drugs with another person, or directed another person where to buy drugs?		
13.	Have you ever filed or declared bankruptcy, had any judgments, repossessions, foreclosures, or collections?		
14.	Do you know of anything that might prevent you from obtaining the position you have applied for?		
15.	Have you purposely omitted any information from your employment application?		
16.	Were you able to understand all of the questions in this application?		
17.	Have you ever committed an act that you were not caught doing, but if caught you would have been arrested? (If yes, explain in detail)		
18.	Have you ever fraudulently obtained money? (If yes, explain in detail)		
19.	Have you ever committed a fraudulent act against an employer? (If yes, explain in detail.)		
20.	Have you ever intentionally damaged the property of another? (If yes, explain in detail.)		
21.	Have you ever filed any false report? For any reason. (If yes, explain in detail)		

22.	Since you have been an adult (18 years old), have you ever had sexual involvement with someone under the age of 18? (If yes, explain in detail). If yes how old were they? ____ How old were you? ____ How long ago? ____		
23.	Have you ever been involved in a sexual act that if caught, you would have been arrested? (If yes, explain in detail.)		
24.	Have you ever been involved in a sexual act that if caught you would have been fired from your employer? (If yes, explain in detail.)		
25.	Have you ever engaged in prostitution or used the services of a prostitute? (If yes, explain in detail.)		
26.	Have you ever benefited from the sale of illegal drugs, either directly or indirectly, free drugs or sexual favors? (If you received any money from a friend or family member involved in drug sales indirectly, list and give details.)		
27.	Have you ever driven a motor vehicle under the influence of alcohol or drugs? (If yes, explain in detail).		
28.	Have you ever purchased or pawned an item that you knew or should have known was stolen? (If yes, explain in detail.)		
29.	Did you list <u>ALL</u> of your jobs for the past ten years on your employment application, to include part-time and temporary jobs? (If no, explain in detail.)		
30.	Have you ever been charged with a crime?		
31.	Have you ever failed to pass a polygraph OR voice stress analysis?		

