



**CITY OF KINGSTON APPLICATION FOR EMPLOYMENT**  
(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)



**PERSONAL INFORMATION**

**DATE** \_\_\_\_\_

**NAME**

\_\_\_\_\_

LAST

FIRST

MIDDLE

**PRESENT ADDRESS**

\_\_\_\_\_

STREET

CITY

STATE

ZIP

**PERMANENT ADDRESS**

\_\_\_\_\_

STREET

CITY

STATE

ZIP

**PHONE NO.**

**ARE YOU 18 OR OLDER?** Yes  No

**ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?** Yes  No

**EMPLOYMENT DESIRED**

**POSITION**

**DATE YOU CAN START**

**SALARY DESIRED**

**ARE YOU EMPLOYED NOW?** \_\_\_\_\_ **IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?** \_\_\_\_\_

**ARE YOU RELATED TO ANY CITY EMPLOYEE OR CITY COUNCIL MEMBER?** Yes  No  **IF SO STATE NAME** \_\_\_\_\_

**REFERRED BY:**

\_\_\_\_\_

EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRESPONDENCE SCHOOL				

**GENERAL SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK**

\_\_\_\_\_

**SPECIAL SKILLS**

\_\_\_\_\_

**ACTIVITIES: {CIVIC, ATHLETIC, ETC.}**

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE MARITAL STATUS, COLOR, OR NATION OF ORIGIN OF ITS MEMBERS.

**U.S. MILITARY OR NAVAL SERVICE** \_\_\_\_\_ **RANK** \_\_\_\_\_ **PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES** \_\_\_\_\_

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST.)

DATE MONTH & YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				
FROM _____ TO _____				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

IN CASE OF EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.  
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY'S, I UNDERSTAND THAT NO CITY REPRESENTATIVE, OTHER THAN IT'S CITY MANAGER, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE CITY MANAGER. HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS: \_\_\_\_\_

NEATNESS \_\_\_\_\_ ABILITY \_\_\_\_\_

HIRED: Yes  No  POSITION \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

SALARY/WAGE \_\_\_\_\_ DATE REPORTING TO WORK \_\_\_\_\_

APPROVED:  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 CITY MANAGER DEPT. HEAD PERSONNEL CLERK