



CITY OF COLD SPRING

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire | An Equal Opportunity Employer

PERSONAL INFORMATION

NAME: _____ SSN: _____

ADDRESS: _____

PHONE #: _____ ARE YOU 18 YEARS OF AGE OR OLDER? YES ☐ NO ☐

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF A VISA OR IMMIGRATION STATUS? YES ☐ NO ☐

EMPLOYMENT DESIRED

POSITION: _____ DATE YOU CAN START: _____ SALARY DESIRED: _____

ARE YOU EMPLOYED NOW? YES ☐ NO ☐ IF YES, CAN WE CONTACT YOUR EMPLOYER? YES ☐ NO ☐

HAVE YOU APPLIED HERE BEFORE? YES ☐ NO ☐ IF YES, WHEN? _____

REFERRED BY: _____

EDUCATION	NAME & LOCATION OF SCHOOL	# OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL

SUBJECT 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: _____

U.S. MILITARY OR NATIONAL GUARD RESERVES: _____

FORMER EMPLOYERS (LIST YOUR LAST THREE EMPLOYERS, STARTING MOST RECENT FIRST)

DATES	NAME & ADDRESS	SALARY	POSITION	REASON FOR LEAVING

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THIS JOB? _____

REFERENCES GIVE THE NAME OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	# OF YEARS KNOWN

IN CASE OF AN EMERGENCY, NOTIFY: _____
NAME & PHONE NUMBER

HAVE YOU EVER BEEN ARRESTED? YES ☐ NO ☐

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES ☐ NO ☐

IF YES TO EITHER OF THE ABOVE, PLEASE EXPLAIN: _____

I HEREBY AUTHORIZE THE CITY OF COLD SPRING TO GATHER NECESSARY FINANCIAL CREDIT, MOTOR VEHICLE, CRIMINAL AND/OR CIVIL OFFENSE OR OTHER SUCH INFORMATION FOR THE PURPOSE OF VERIFICATION OF INFORMATION PROVIDED BY ME ON MY APPLICATION FOR EMPLOYMENT TO THE CITY, AS WELL AS DETERMINING MY EMPLOYABILITY WITH THE CITY OF COLD SPRING, KY. I UNDERSTAND THAT I HAVE THE RIGHT TO REVIEW ALL INFORMATION COLLECTED BY THE CITY OF COLD SPRING, KY FOR THIS PURPOSE. I ALSO UNDERSTAND THAT SHOULD MY EMPLOYMENT BE REJECTED AS A RESULT OF INFORMATION OBTAINED, I HAVE THE RIGHT TO RECEIVE IN WRITING AN EXPLANATION OF THE REASON(S) OF REJECTION.

I CERTIFY THAT ALL OF THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISINTERPRETATIONS 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. I UNDERSTAND THAT NO CITY REPRESENTATIVE OTHER THAN ITS' MAYOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE MAYOR, 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.

I VERIFY I HOLD A VALID DRIVERS LICENSE WHICH IDENTIFICATION # IS _____

SIGNATURE: _____ DATE _____