



City of Daphne - Human Resources Dept.
1705 Main St.
P.O. Box 400
Daphne AL 36526
Office: 251-621-3075 Fax: 251-621-4506
www.daphneal.com

CITY OF DAPHNE

Application for Employment

Position applied for* _____ Date of Application _____

*A separate application is required for each position.

How did you learn of this position?
 Paper Website Joblink Employment Agency Friend/Family Other

Name _____
Last First Middle

Address _____
Mailing Address City State Zip

Telephone # _____ Cell/Mobile# _____

Email address* _____ Other contact # _____

Driver's License Number* _____ State _____

*You must have a valid AL driver's license and a clear vehicle record to be insured by our carrier before you can work for the City.
*If you hold a Commercial Driver's License (CDL), please list the CDL Class which you possess.

Best time to contact you for an interview _____ Date available for work _____

Type of employment desired: Full time Part time Rotating Shifts Nights/Weekends Temp

Salary requirement \$ _____ per _____ Are you available to travel if required? Yes No

Have you ever filed an application with us before? Yes No If yes, list job and date _____

Have you ever been employed by the City of Daphne before? Yes No If yes, give dates _____

Do you have any relatives who are currently employed by the City of Daphne? Yes No If yes, please list their name and your relationship _____

Have you been convicted* of a crime in the last 7 years? Yes No If yes, explain _____

*Conviction will not necessarily be a bar to employment. Each instance will be considered to the position for which you are applying.

Have you ever been terminated from a job for cause? Yes No If yes, explain _____

EDUCATIONAL BACKGROUND

	School Name and Address	Course of Study or Major	Years Completed	Type of Diploma or Degree Received
High School				
Undergraduate School				
Graduate School				
Technical School				

SKILLS AND QUALIFICATIONS-List any skills, licenses, certificates, or training (including military) which are related to the job you seek. Include words per minute typing speed, computer software proficiency, and machinery/equipment you can operate.

PERSONAL REFERENCES (Do not include relatives or past employers)

1. Name and Address _____

Telephone # _____ Years Known _____

2. Name and Address _____

Telephone # _____ Years Known _____

3. Name and Address _____

Telephone # _____ Years Known _____

EMPLOYMENT HISTORY

Provide the following information for your past 4 employers, assignments, or volunteer activities, starting with the most recent.

Employer Name and Address _____

Employment Dates: From _____ **To** _____ **Job Title** _____

Supervisor Name and Company Phone Number _____

Ending Salary _____ **Reason for Leaving** _____

Primary Duties _____

Employer Name and Address _____

Employment Dates: From _____ **To** _____ **Job Title** _____

Supervisor Name and Company Phone Number _____

Ending Salary _____ **Reason for Leaving** _____

Primary Duties _____

Employer Name and Address _____

Employment Dates: From _____ **To** _____ **Job Title** _____

Supervisor Name and Company Phone Number _____

Ending Salary _____ **Reason for Leaving** _____

Primary Duties _____

Employer Name and Address _____

Employment Dates: From _____ **To** _____ **Job Title** _____

Supervisor Name and Company Phone Number _____

Ending Salary _____ **Reason for Leaving** _____

Primary Duties _____

AGREEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration and may be considered justification for dismissal if discovered at a later date.

I authorize all references to give the City of Daphne any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the City of Daphne from liability for any damage that may result from furnishing same to the City of Daphne.

I understand and agree that I will be required to provide a clear motor vehicle report, pass a background check, and take a physical, drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to the City of Daphne for its use. I understand that any positive drug or alcohol result may preclude my employment.

I acknowledge that if I am hired I will be able to provide proof of identity and legal work authorization. I understand that I must be at least 20 to work for the City and to that Daphne’s jobs require at least a high school diploma or GED. I have reviewed the requirements for the job I am applying and am able to perform the tasks with or without reasonable accommodation. **I understand that this application is current for up to 6 months and can only be used for the position listed on page 1.** If I wish to apply for other positions I understand that I must submit a separate application.

If employed by the City of Daphne, I agree to review and abide by the Alabama Code of Ethics, 36-23-1 through 20, AL Code 1975 and policies and procedures of the City of Daphne which include the Personnel Handbook, Safety Handbook, and departmental procedures. I further understand that while in a probationary status, my employment can be terminated with or without cause or notice, at any time, at the discretion of the City of Daphne or myself. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I realize that no representative of the City of Daphne other than the Human Resources Director or an Appointing Authority has any authority to enter into any agreement, oral or written, on behalf of the City of Daphne for a term of employment or to make any assurance or promise of continued employment.

Signature _____ Date _____



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