



CIVIL SERVICE APPLICATION

No. _____

Date of Application: _____

Applicant's Name: _____

Position Applying: _____

For All Departments Except Certified Employees

Read over the application and fill it out in its entirety. All information that is requested is needed for your application to be processed by the City of Tuscumbia. Failure to provide the necessary information may result in your application being placed in an Inactive status. Should you need additional space, use extra sheets 8.5" x 11" white paper and attach the pages to the inside of this application.

Civil Service Applications will be retained for a period of one year.



The City of Tuscumbia encourages all candidates to make known any accommodations needed during the process of making application for a position within the City. The City of Tuscumbia requests a 24- hour notice if such service is needed.

The City of Tuscumbia is an "Equal Opportunity Employer".

QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have you used marijuana in the past twelve (12) months? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have you used any other illegal drug(s) during the past ten (10) years? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever sold any kind of drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have you ever been arrested for possession of illegal drugs? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Have you been convicted of D.U.I. In the past five (5) years? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Have you had five (5) or more accidents during the past five (5) years? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have you ever been convicted of shoplifting? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been convicted of writing bad checks? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have you ever been convicted of a felony? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Have you ever been convicted of any other kind of theft? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you ever been arrested for any other criminal offense? |

READ AND SIGN THE FOLLOWING CERTIFICATE

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS OR FALSIFICATIONS OF THE ABOVE STATEMENT AND ANSWERS TO THE QUESTIONS. I AM AWARE THAT SHOULD AN INVESTIGATION DISCLOSE SUCH MISREPRESENTATIONS OR FALSIFICATIONS, MY APPLICATION WILL BE REJECTED AND I WILL BE DISQUALIFIED FROM THE SERVICE OF THE CITY OF TUSCUMBIA.

SIGNED: _____

DATE: _____

BIOGRAPHICAL INFORMATION

APPLICANT INFORMATION

DATE: _____

Social Security No. _____ Date of Birth: _____

Last Name: _____ First Name: _____ M.I. _____

Street Address: _____ City: _____ State: _____

Phone Number: () _____ Referred By: _____

EMPLOYMENT DESIRED

Position: _____ Date Available: _____ Salary Desired: \$ _____

Are You Currently Employed? Yes No If Yes, May we contact your Employer? Yes No

Ever Applied To This Company Before? Yes No When? _____ What Department?

_____ Do you have Family who works for the City of Tuscumbia? Yes No If Yes, provide name(s) _____

EDUCATION

Name & Location of School	Circle Last Year Completed	Graduate?	Subjects Studied
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High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade/Business		<input type="checkbox"/> Yes <input type="checkbox"/> No	

FORMER EMPLOYERS (List Below Four Employers, Most Recent First)

Date Month and Year	Name & Address Of Employer	Salary	Position	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES (List Below Three Persons Not Related To You, Whom You Have Known At Least One Year)

Name	Address	Phone Number	Years Acquainted
1.			
2.			
3.			

DISCLAIMER AND AUTHORIZATION

I certify that the information contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any misrepresentation on this application or interview is sufficient cause for refusal to hire, or dismissal if employed, no matter when discovered by the City of Tuscumbia.

I understand and agree that nothing contained in this application, or conveying during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" without a fixed term and I may be terminated at any time with or without cause and without prior notice at the option of either myself or the City of Tuscumbia. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Tuscumbia unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test deemed appropriate by the City of Tuscumbia and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City of Tuscumbia the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and If I am hired a condition of my employment will be that I abide by the City of Tuscumbia's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Tuscumbia to hire. If hired, I agree to abide by all city rules, policies and procedures. The City of Tuscumbia retains the right to revise its policies and procedures, in whole or in part, at any time.

SIGNATURE

Date: _____

Signature: _____