

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

Explain any gaps in employment in comments section below.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities
		From	To	
Address				
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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Comments (including any gaps in employment)

Skills and Qualifications

Summarize special skills and qualifications acquired from employment or experiences that may qualify you to work for the City of Brentwood, such as licenses, certifications, types of heavy equipment operated, types of computer programs operated, etc.

Educational Background

A. School/Address	Number Years Completed	Number Hours Completed	Degree Diploma	Major Minor
B. College/University	Number Years Completed	Number Hours Completed	Degree Diploma	Major Minor

References

List names and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	()	
	()	
	()	

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

List any personal circumstances (such as relocation, retirement, school attendance, etc.) that would assist us in placing you in a position to best accommodate your lifestyle.

List any additional information you would like us to consider: _____

Important

The City of Brentwood is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

The employment application is but one part of the hiring process, which may include an interview, an employment examination or test and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please contact the Human Resources Department.

I certify that, to the best of my knowledge and belief, all of the information and statements provided by me in and with this application are true, correct, complete and provided in good faith.

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 employer's service if I have been employed.

I give the City of Brentwood the right to investigate all references and to secure additional information about me. I consent to the release of information to the City of Brentwood about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability the City of Brentwood and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The City of Brentwood is an Equal Opportunity Employer. The City of Brentwood does not discriminate in employment and no question on this application is used for the purpose of limiting 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 Brentwood reserves the right to terminate my employment pursuant to the City's Personnel Rules and Regulations. I understand that no representative of the City of Brentwood has the authority to make any assurances to the contrary.

Signature of Applicant _____

Date _____

For Office Use Only
Reference Checks:

NOTICE TO APPLICANTS AND EMPLOYEES

**Screening tests for alcohol
and illegal drug use may be
required before hiring and
during your employment here.**

We are proud to be a

**DRUG-FREE
WORKPLACE**
