



**EMPLOYMENT HISTORY**

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE ( )	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
ADDRESS		FROM	TO	
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE? [ ] YES [ ] NO [ ] LATER		\$	PER	

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JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	PER	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
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		FINAL		
MAY WE CONTACT FOR REFERENCE? [ ] YES [ ] NO [ ] LATER		\$	PER	

**COMMENTS** INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT \_\_\_\_\_

\_\_\_\_\_

**SKILLS AND QUALIFICATIONS** – Summarize any special training, skills, licenses, and/or certificates that may qualify you as being able to perform job related functions in the position for which you are applying.

\_\_\_\_\_

\_\_\_\_\_



## AUTHORIZATION

- I. **MISREPRESENTATION:** I hereby certify and affirm that all statements given herein are true and complete to the best of my knowledge and do so affirm under penalty of perjury. I understand that any misrepresentation is a cause for voiding this application or for termination of employment, if hereinafter hired.
- II. **BACKGROUND REVIEW:** I agree that for consideration for employment with the City of Elmira, I hereby authorize and agree that the City may perform a full criminal background check in order to verify the information I have provided herein. I authorize the City to obtain any criminal court documents and/or Police records.

I authorize the City of Elmira to investigate any and all statements contained in the application for employment. I also authorize permission to all current and former employers to release any and all information that may be requested by the City of Elmira as part of the application process. This permission is also extended to all persons, schools, companies, corporations and credit bureaus for any records, documents, and other information related to this application process.

- III. **RELEASE:** I hereby release all parties that supply any information from any liability or responsibility for supplying said information. I further hereby agree not to assert any claims or causes of actions of any kind against the City of Elmira or its officials, agents, or employees as a result of the criminal conviction background check or any other related investigation of the application process.

I acknowledge that the City of Elmira has made no representation of any kind as to whether employment will be offered at the conclusion of this criminal conviction background check or other investigations related to this application process. I agree to take all pre-employment physicals and drug screen examinations as may be requested by the City of Elmira and release all results to the City of Elmira. All offers of employment shall be conditional upon the results of the pre-employment physical examinations and drug screen examinations.

\_\_\_\_\_  
Signature (written)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (printed)

\_\_\_\_\_  
Indicate any other surname (last name) by which you are or have been known.  
Provide any additional information relative to change of name or nickname  
necessary to enable a check on your school or work record

**Failure to fully complete this application will disqualify you from consideration.**