



# Educational Background

List your High School/GED and any Undergraduate/Graduate/Professional schools attended:

School (include City & State)	Years Completed	Degree (type)	GPA/Rank	Major/Minor

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

Describe any specialized training; skills; licenses; certificates; business or civic activities; honors you have received; and any additional information you believe may be helpful to us in considering your application:

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# Employment Experience

Starting with your present or most recent employer, provide the following information:

May we contact: Your present employer? Yes No - Your past employers? Yes No

<b>1. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
Supervisor	Salary	Reason for Leaving
<b>2. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
Supervisor	Salary	Reason for Leaving
<b>3. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
Supervisor	Salary	Reason for Leaving
<b>4. Employer/Company</b>	<b>Telephone #</b>	<b>Dates Employed</b>
Supervisor	Salary	Reason for Leaving

## Military

Have you served in any branch of the US Military?	Yes	No
If "Yes", give service name and dates of service: _____		
Were you honorably discharged?	Yes	No

## References

**List three (3) business/work-related references, not related to you, preferably in a supervisory role. If not applicable, list three school/personal references who are *not* related to you:**

Name	Title	Relationship	Telephone #	Yrs. Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any relative(s) presently employed by the City of Norton and state how you are related: \_\_\_\_\_

\_\_\_\_\_

## Applicant's Statement

I hereby certify that I have read and fully understand the questions asked in this application and I certify that all answers given by me are true, complete and correct. I also understand the omission and/or misrepresentation of any fact made on this application or that I have stated in any interview will be cause for immediate dismissal.

I expressly authorize, without reservation, the City of Norton, its representatives, employees or agents to verify the accuracy of all information provided by me. I hereby waive any and all rights and claims I may have for the City to seek, gather and use truthful and non-defamatory information, in a lawful manner, in the employment process and for anyone furnishing such information about me.

I understand that the City of Norton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I agree to abide by all of the City of Norton rules and regulations. I understand that, if employed, I may resign at any time, with our without cause and with or without prior notice, except when required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that this application shall remain current for only 30 days after submittal to the City of Norton. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.**  
**I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Norton is an Equal Opportunity Employer

Revised 5/1/04