



City of Mishawaka APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, gender, creed, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or disability.

Date _____

NAME _____
Last First MI

ADDRESS _____
Street City State Zip

PHONE _____

Position applied for _____

Are you applying to work: Full time _____ Part-time _____

If your application is considered favorably, on what date would you be available for work? _____

Have you been employed here before? _____ Dates _____

If under the age of 18, can you provide required proof of your eligibility to work? _____

Presently employed? _____ Can present employer be contacted? _____

Veteran of US Military? _____ Branch? _____

Education

	Junior High	High School	College/University	Grad./Professional
School Name				
Years Completed	6 7 8 9	10 11 12	1 2 3 4	1 2 3 4
Course of Study				

High School Diploma _____ G.E.D. _____ College Degree _____

Describe any specialized training, Apprenticeships, special skills, other languages, extra-curricular activities or honors received:

References

Give name, address and telephone number of three business or professional references who are not related to you.

Employment Experience

Make the top box your present or most recent job. Include any job-related military service assignments. Continue on other side if necessary. Include employment for the past ten (10) years.

Employer	Dates Employed	Work Performed
Address	From To	
Telephone	Salary or Hourly Wage	
Job Title Supervisor	Starting	
Reason for Leaving	Final	

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Job Title Supervisor	Starting	
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Special Qualifications

Summarize any special qualifications acquired through employment, military service, volunteer work or other experience.

Do you have a valid Driver's License? _____ Which State? _____
Circle the type license you possess: Operator's Chauffeur's CDL (A or B)
If required, can you obtain a CDL License? _____

Do you have relatives working for us? _____ Department _____
Relationship _____

Note to applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner; with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. _____ Yes _____ No

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize a background, credit check, and motor vehicle check as well as investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

I understand that if I am offered employment with the City, it may be necessary to undergo a physical exam and/or drug test. Permanent employment will be contingent on the results of these tests.

I authorize any physician to determine my ability to perform the duties of a job for which I am being considered prior to employment, or in the future, during my employment with the City.

Date

Signature of Applicant

City of Mishawaka
David A. Wood, Mayor

Director of Human Resources
City Hall
600 E. Third Street
Mishawaka, IN 46544
258-1615
FAX 254-0197
humanresources@mishawaka.in.gov

The City of Mishawaka is an Equal Opportunity/Affirmative Action Employer. To maintain our E.E.O. records and monitor the effectiveness of our recruitment program, we ask that you volunteer the following information. This information will not be used in determining your eligibility for employment and will be separated from your application. **Do not write your name or SSN on this page.**

Position applying for: _____

Age: _____

Sex: _____

Race:

_____	Caucasian (White)	_____	Asian (oriental)
_____	Black	_____	American Indian
_____	Hispanic	_____	Other

How did you learn about this position?

_____ Walk – in
_____ Referred by a City Employee
_____ Professional Journal
_____ Departmental Posting
_____ Newspaper
_____ Radio
_____ Other, explain: _____