

**CITY OF ELKINS
401 DAVIS AVE.
ELKINS, WV
(304) 636-1414**



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City			State			Zip					
Phone			E-mail Address								
Date Available			Social Security No. <i>(last 4 digits)</i>			XXX-XX-_____		Desired Salary			
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
EDUCATION											
High School			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES											
<i>Please list three professional references.</i>											
Full Name					Relationship						
Company					Phone						
Address											
Full Name					Relationship						
Company					Phone						
Address											
Full Name					Relationship						
Company					Phone						
Address											

PREVIOUS EMPLOYMENT											
Company				Phone							
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Company				Phone							
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Company				Phone							
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
Company				Phone							
Address				Supervisor							
Job Title				Starting Salary		\$		Ending Salary		\$	
Responsibilities											
From		To		Reason for Leaving							
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>		NO <input type="checkbox"/>					
MILITARY SERVICE											
Branch				From		To					
Rank at Discharge				Type of Discharge							
If other than honorable, explain											
DISCLAIMER AND SIGNATURE											
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>I understand that I may be asked to provide additional information related to employment and may be subject to a background check.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>											
Signature						Date					