



APPLICATION FOR EMPLOYMENT

The Application for Employment must be completed in full to be considered for employment.

The City of Lincoln defines an applicant as someone who completes an application for a specific job opening within the allotted time, meets the minimum qualifications, and follows the City's application procedure. Applications that do not specify a specific job or applications that use the term "any" job or position will not be considered.

The City of Lincoln is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status or other status protected by law. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.

The City of Lincoln is E-Verify Compliant. If offered employment, you will be required to provide documentation to prove eligibility and must comply with E-Verify and all Alabama immigration laws.

The information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment. Please provide us with complete information. Any false, misleading or omitted information, whenever discovered, can result in a rejection of employment or, if you are hired, a termination of your employment. You are encouraged to attach any additional information which you believe qualifies you for the position.

If you need assistance or any accommodation in completing this application, please contact Human Resources.

Personal Information	Legal First Name		Middle Initial / Preferred Name		Legal Last Name	
	Physical Address			City	State	Zip Code
	Phone Number			Email Address		
	Driver's License #		State	Expiration		
	Are you a Veteran?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dates of service: To _____ From _____	
	If yes, which branch:					
	Rank at Discharge:			Type of Discharge:		
	If other than honorable, please explain:					
	Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the City of Lincoln will verify the status of every individual offered employment with the City. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identity and employment authorization.					
	Are you legally authorized to work and remain in the United States and the State of Alabama?					Yes <input type="checkbox"/>



Position Information	Title of the position for which you are applying:						Date of Application:					
	Type of Employment Desired: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>											
	What days are you available to work?											
	Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>											
	Hours Available (check AM, PM and/or specify specific availability):											
	Monday AM Tuesday AM Wednesday AM Thursday AM Friday AM Saturday AM Sunday AM											
	Monday PM Tuesday PM Wednesday PM Thursday PM Friday PM Saturday PM Sunday PM											
	Other (specify):											
	Are you willing to work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>											
	Have you ever been employed with the City of Lincoln?											
If yes, which department and when?												
Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes <input type="checkbox"/> No <input type="checkbox"/>												
If yes, please explain:												

Education	School / College Name	Dates Attended		Major	Minor	Degree(s) Earned
	High School/GED	From	To			
	College	From	To			
	College	From	To			
	College	From	To			
	Other (Specify):	From	To			
	Other (Specify):	From	To			
	Other (Specify):	From	To			

Military Qualifications	Do you have any military qualifications which you would like to apply to this job? Please list duties, including special training, that is relevant to this position.

Employment History	Please list all jobs performed (paid, unpaid, full or part-time, military service, etc.) during the last ten (10) years. Attached additional sheets if required. Work performed more than ten (10) years ago may be listed if it applies to the job you seek.				
	Employer		Telephone Number		Job Duties
	Address		Date Started		
	Title		Date Ended		
	Full-time	Part-time	May we contact?	Hourly Rate/Salary	
	Reason for Leaving				
	Employer		Telephone Number		Job Duties
	Address		Date Started		
	Title		Date Ended		
	Full-time	Part-time	May we contact?	Hourly Rate/Salary	
	Reason for Leaving				
	Employer		Telephone Number		Job Duties
	Address		Date Started		
	Title		Date Ended		
	Full-time	Part-time	May we contact?	Hourly Rate/Salary	
	Reason for Leaving				
	Employer		Telephone Number		Job Duties
	Address		Date Started		
	Title		Date Ended		
	Full-time	Part-time	May we contact?	Hourly Rate/Salary	
Reason for Leaving					

Certificates, Courses, Professional Activities, Skills or Awards	If you possess any industry or state certifications, skills, or abilities that especially qualify you for this position? Supply certification type and number (i.e., POST - Peace Officer Training Standards, ACM-Alabama Certified Mapper, NCIC, ACCA, etc.)

References	Please list three (3) professional references who can provide information verifying qualifications, character, and/or work experience. Former supervisors are preferred.	
	Name and Title	Phone Number
	Name and Title	Phone Number
	Name and Title	Phone Number

Relatives in Employment	Are you a relative of any employee who works for the City of Lincoln, AL? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, list the name(s), relationship, and the position of the relative(s):	
	Name of Employee	
	Name of Employee	

Felony Conviction(s)	Conviction is not necessarily disqualifying. Give the facts and dates of your conviction(s) below.	
	Have you ever been convicted of any offense other than a minor traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If yes, explain:	

Please use an additional sheet if required.



Applicant's Consent and Agreement

Please read carefully before signing below. I signify that I understand and voluntarily agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any false, misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, when discovered, can result in a rejection of employment or, if hired, a termination of employment.
2. Unless indicated "no", the City of Lincoln may contact former employers identified in this Application for Employment to provide the City with any information that may be pertinent to the application. I understand and authorize the City of Lincoln to conduct a complete background investigation to verify the accuracy of information in this Application for Employment, and I authorize the City to obtain complete information concerning any conviction or guilty plea for any crime. I consent to the release of all such information to the City, and I release each person, school, employer, or agency from any liability or damage related in any way to the furnishing of such information.
3. I authorize the City of Lincoln to conduct a motor vehicle records check of my driving record and I consent to the disclosure of my driving record to the City, including driver's license number, and record of vehicle accidents, traffic violations, and driver status.
4. I understand that the City of Lincoln is a drug-free workplace, and that persons hired in certain job classifications are required to undergo a physical examination and a drug/alcohol test before beginning work for the City and at any time specified by the City of Lincoln's Substance Abuse Policy. I understand that any offer of employment for these jobs is conditioned upon satisfactory completion of the physical examination and/or drug/alcohol test.
5. I understand that if hired, I will be considered an employee at-will, meaning my employment is for no specific duration of time, and my employment can be terminated by the City for no cause and without notice, so long as there is no violation of applicable law. I understand that if I am hired by the City of Lincoln, the terms and conditions of my employment are governed by the City's policies, rules, regulations, and procedures. I agree to comply with the policies, rules, regulations, and procedures of the City of Lincoln. Further I understand that no representative of the City of Lincoln has the authority to enter into an employment agreement with me except elected or appointed officials of the City of Lincoln who have the authority to hire, employ, and dismiss employees according to the provisions of local law.
6. Any offer of employment I may receive from the City of Lincoln is contingent upon my successful completion of the City's total pre-employment screening process, including the receiving of satisfactory references, and my satisfactory completion of any post-job offer/pre-employment physical examination that the City may require.
7. I understand that federal law requires me to provide proof of identification and employment eligibility.
8. I understand that once I submit this Application for Employment, the application becomes the property of the City of Lincoln and that my application may be considered public record subject to the disclosure to the public.

By my signature, I certify that I have read, understand, and voluntarily agree with the Applicant's Consent and Agreement.

Signature of Applicant

Date