

Employment History

List all jobs held, (must cover last 10 years), Full-time, Part-time, Temporary/Seasonal, Voluntary and Military Service. Ensure that the information you provide is complete and accurate. Provide all requested information. A resume may be attached to provide additional or more detailed information. Indicate reason for leaving employment, i.e., Resigned, Dismissed, Layoff, or Temporary Employment. If necessary, you may attach additional pages. Contact the Personnel Office if you have questions or need assistance in completing this application.

BEGIN WITH YOUR PRESENT OR LAST EMPLOYER

Job Title _____ Employer _____ Address _____ _____ Supervisor's Name _____ Telephone Number() _____ Dates Employed _____ to _____ Full-Time _____ Part-Time _____ Number of Hours Worked per Week _____ Salary: Start _____ Final _____	Description of Duties _____ _____ _____ _____ _____ _____ Reason for Leaving _____ _____
If this is your present employer, may we contact for a reference? Yes _____ No _____	

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Education

Education	Name & Location Of School	Did you Graduate?	Major	Diploma/ Degree
High School				
College/ University				
College/ University				
Other Training				

In addition to your work history, what other experiences, skills or qualifications would especially qualify you for work with the City of Benton? Specify office equipment, machines, computer software, licenses, special training or classes:

If employed in the position for which you have applied, would you be in a direct supervisory relationship (receive supervision or provide supervision) to any relative or member of your household? _____ Yes _____ No. If yes, in the space provided below, list the full name(s) of the relative(s) and their relationship to you.

Full Name of Relative	Relationship to you	Department

References

Give the names and addresses of three (3) persons, other than relatives, who have knowledge of your character, experience or ability:

Name	Address/Phone #	Occupation

Notice to Applicants – Please read carefully!!!

If you have a disability and require reasonable accommodation in the application and/or testing process, please complete a Reasonable Accommodation Request Form. Forms are available and should be returned to the Benton Human Resources Department at 114 S. East Street, Benton, AR 72015. The request to the Human Resources Department may be in writing, by telephone (501-776-5900 ext. 105 or 106), or in person. To avoid unnecessary delay, please submit your request and documentation of the need for accommodation at least 48 hours in advance of the time the accommodation is needed.

You must read and sign this block to be considered for employment with the City of Benton.

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at-will employment status nor does it create any employment contract.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment to be terminated.

I give complete permission to former employers to release to the City of Benton or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that my appointment will be at the discretion of the department head, subject to the approval of the Mayor or General Manager and that this application is the property of the city and will become a part of my file if I am accepted for employment.

Signature of applicant: _____

Social Security Number _____

Driver's License Number _____ State _____

Date of Signature: _____

APPLICANT INFORMATION FORM

The CITY OF BENTON is an Equal Opportunity Employer. We request that you voluntarily provide the following information which will be used to study recruitment and employment patterns and to provide, as requested, statistical data to certain federal compliance agencies. This information WILL NOT be used in the employment process and failure to provide the information WILL NOT jeopardize your opportunity for employment with the CITY OF BENTON.

Name _____ Date _____

Position applied for: _____

SEX and RACE/ETHNIC IDENTIFICATION

SEX: Male Female

RACE/ETHNIC: For the purpose of Equal Opportunity, race/ethnic categories are identified as follows... Please check the category, which identifies your race/ethnic background.

WHITE: (not Hispanic origin) – all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

BLACK: (not of Hispanic origin) – all persons having origins of the Black racial groups of Africa.

HISPANIC: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN or PACIFIC ISLANDERS: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Subcontinent or the Pacific Islands. (Example...China, Japan, Korea, the Philippine Islanders, and Samoa).

AMERICAN INDIAN or ALASKAN NATIVE: All persons have origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

REFERRAL SOURCE(s)

HOW DID YOU LEARN OF THIS POSITION? Please check all that apply.

_____ Personnel Office Posting

_____ Newspaper Advertisement

_____ Relative or Friend (not city employee

_____ City employee

_____ Private Employment Agency

_____ College/University

_____ Employment Security Office

_____ Social/Civic Organization

_____ Business/Training School

_____ Other (specify) _____