A picture containing shape

Description automatically generated**CITY OF FORT VALLEY**

***204 West Church Street***

***P.O. Box 956 • Fort Valley, Georgia • 31030***

**Employment Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION** | | | | |
| Last | First | M.I. | | Date |
| Street Address | | Apartment/Unit# | | |
| City | State | | Zip Code | |
| Phone | | Email Address | | |
| Date Available | Social Security No. | | Desired Department | |
| Position Applied For: | | | | |
| Are you a U. S. Citizen | Yes / No | If no, are you authorized to work in the U.S.? | | Yes / No |
| Have you ever worked for this company? | Yes / No… If so, when? | | | |
| Have you ever been convicted of a felony? | Yes / No…If yes explain? | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| High School | | Address | |
| From | To | Did you Graduate | Yes / No |
| College | | Address | |
| From | To | Did you Graduate | Yes / No |
| Other | | Address | |
| From | To | Did you Graduate | Yes / No |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please list three professional references | |
| Full Name | Relationship |
| Company | Phone ( ) |
| Address | |
| Please list three professional references | |
| Full Name | Relationship |
| Company | Phone ( ) |
| Address | |
| Please list three professional references | |
| Full Name | Relationship |
| Company | Phone ( ) |
| Address | |

**REQUEST FOR MOTOR VEHICLE REPORT (MVR)**

|  |  |
| --- | --- |
| **SECTION 1- DRIVER INFORMATION (must exactly match driving record)** | |
| **Full Name (First, Middle, Last)** |  |
| **Driver - Date of Birth (MM/DD/YY)** | **Driver - License Number** |
| **SECTION 2- THIRD PARTY REQUESTOR INFROMATION** | |
| **CITY OF FORT VALLEY** | |
| **204 W. CHURCH ST. FORT VALLEY, GA 31030** | |
| **SECTION 3- AUTHORIZATION TO RELEASE RECORD OF DRIVER** | |
| **Under penalty of law, I hereby consent to release of my driving record to the person and/or entity named in Section 2, in accordance with O.C.G.A. 40-5-2** | |
| **Signature of Driver** | |
| **Date** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | |
| Company | | Phone | |
|  | |  | |
| Address | | Supervisor | |
| Job Title | Start Salary | | End Salary |
| Responsibilities | | | |
| From: To: | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | Yes / No | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Start Salary | | End Salary |
| Responsibilities | | | |
| From: To: | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | Yes / No | |
| Company | | Phone | |
| Address | | Supervisor | |
| Job Title | Start Salary | | End Salary |
| Responsibilities | | | |
| From: To: | Reason for Leaving | | |
| May we contact your previous supervisor for a reference? | | Yes / No | |

|  |  |
| --- | --- |
| MILITARY SERVICE | |
| Branch | From: To: |
| Rank at Discharge | Type of Discharge |
| If other than Honorable, explain | |

|  |
| --- |
| DISCLAIMER AND SIGNATURE |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature Date |

**The City of Fort Valley is an Equal Opportunity Employer**