



City of Columbus - Human Resources Department

123 Washington Street ■ Columbus, IN 47201 ■ PH: 812-376-2570 ■ FX: 812-376-2579

APPLICATION NUMBER: _____

APPLICATION

Date: _____

Equal Opportunity Employer- Discrimination in employment because of race, religion, creed, color, natural origin, ancestry, disability, age, sex, sexual orientation gender identity or liability for service in the Armed Forces of the United States is prohibited by City policy and/or city ordinance. In addition, the City employment policy requires compliance with national and state employment practices, laws, and regulations. The City is an equal opportunity employer.

Last Name: _____ First Name: _____ M.I.: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Night Phone: _____ Cell Phone: _____

Email Address: _____ Social Security #: _____

Position Applied For: _____ Department: _____

Are you 18 years or older? Yes No if no, state age: _____

Have you ever worked for the City of Columbus? Yes No

If yes, name used when employed: _____

Department worked in: _____ Dates of employment: _____

Is any member of you family employed by the City of Columbus? Y No

If yes, provide name, relation, and department: _____

Have you ever been convicted, pled nolo contendere, plead guilty, or had the adjudication of guilt withheld for any offense(s) other than minor traffic violations that has not been expunged by a court?

Yes No If yes, what charge(s)? _____

Country/State: _____ Date(s): _____

Can you show proof of eligibility to work in the United States? Yes No

If offered employment with the City, you will be required by federal law; to furnish documents showing you are eligible to work in the U.S. Individuals who do not furnish these documents cannot work for the City.

EDUCATION

High School: _____

Address: _____

Received: Diploma Certificate of Completion G.E.D.

College, University or Professional School: _____

Address: _____

Major/Minor Course of Study _____ Did you graduate? Yes No

Type of Degree received? _____

EXPERIENCE

Describe your work experience beginning with your current or most recent job. Use a separate block to describe each position. Include volunteer work, if applicable. Indicate number of employees supervised. Provide an explanation of any gaps in employment. If needed, attach additional sheets, using the same format as on the application. Resumes are acceptable for the description of duties and responsibilities. All information in this section must be completed.

Name of Present or Last Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? Yes No Later

Wage/Salary: \$ _____ Part Time Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? Yes No Later

Wage/Salary: \$ _____ Part Time Full Time

Name of Previous Employer: _____

Street/City/State/Zip: _____

Telephone: _____ Dates: _____

Supervisor's Name: _____

Duties and Responsibilities: _____

Reason(s) for Leaving: _____

May we contact your employer? Yes No Later

Wage/Salary: \$ _____ Part Time Full Time

Comments including explanation of any gaps in employment: _____

MILITARY SERVICE

Branch: _____ Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DRIVER'S LICENSE

Please complete only if applying for a position which requires driving as stated in posted job requirements.

Issuing State: _____ License #: _____

CDL Classification, if applicable: _____

With previous employment, within the last 2 years, have you participated in random testing for substance abuse? Yes No

OTHER LICENSURE, REGISTRATION, CERTIFICATION

Examples: PE, CPA, Wastewater-Drinking Classification

Type of License: _____ Issuing State: _____

License or Certification #: _____

List experience, education, or training you have had which particularly qualifies you for the job for which you are applying? _____

List any machinery or motor equipment you operate efficiently: _____

List clerical skills, interaction skills, organizational skills: _____

List computer skills/knowledge: _____

PERSONAL REFERENCES

Please list three individuals who are not related to you and do not live with you.

Name 1: _____ Address: _____
Phone #: _____ Relationship: _____
How Do You Know This Person? _____ How Long Have You Known Them? _____

Name 2: _____ Address: _____
Phone #: _____ Relationship: _____
How Do You Know This Person? _____ How Long Have You Known Them? _____

Name 3: _____ Address: _____
Phone #: _____ Relationship: _____
How Do You Know This Person? _____ How Long Have You Known Them? _____

CONCLUSION

I hereby certify that to the best of my knowledge all of the information contained in this application is true.

All statements on the application and attachment are subject to verification. Exaggerated, false or misleading statements and the omission of facts called for in this application may be cause for rejection of the application and/or termination of employment.

I authorize anyone to whom the request is made to supply the City with any relevant information concerning my background in connection with employment consideration. I hereby release all parties including, but not limited to the City and my prior employers, from any and all liability for damage that may result from their furnishing information concerning me.

I voluntarily agree to submit to a drug test as part of my application for employment. I understand that either my refusal to submit or failure to pass the drug test will disqualify me from further consideration of employment.

I understand that if the City employs me, my employment will be at the will and pleasure of the City and may be terminated by the City at any time.

I understand that my employment, if for a driving position, is contingent upon having a clean driving record for the immediate past three years, and I hereby give my permission to the City to make investigations related to this contingency.

Columbus has a policy on residency- as applicable to local ordinance and State law. I understand that if offered employment, I will have six (6) months to meet this requirement.

Applicant Signature _____ Date _____

City of Columbus Personnel Office

123 Washington Street ■ Columbus, IN 47201

(812)-376-2570 ■ (Fax) 812-376-2579



columbusindiana

unexpected. **unforgettable.**

An Equal Opportunity Employer M/F/V/H

*The following statistical information is required for compliance with Federal Laws.
The information requested is voluntary and will remain separate from your application for employment.*

Position Applied For: _____ Department: _____

CATEGORY

- Exec/ Sr. Level
- Officials & Managers
- First / Mid-Level Officials & Managers
- Professional
- Technician
- Sales
- Office and Clerical
- Protective Services
- Craft Workers (Skilled)
- Operatives (Semi-Skilled)
- Labors & Helpers (Unskilled)
- Service Workers

EEO CODES

- Male Female
- Non-Hispanic White
- Non-Hispanic Black
- Hispanic and/or Latinx
- American Indian/Alaskan Native
- Asian or Pacific Island
- Other (Two or More)

ARE YOU A VETERAN?

- Yes No

IF YES, ARE YOU A VIETNAM ERA VETERAN?

- Yes No

REFERRAL SOURCE:

- BULLETIN BOARD
- WALK-IN
- CITY OF COLUMBUS WEBSITE
- AGENCY REFERRAL
- ADVERTISING/NEWSPAPER
- FRIEND/EMPLOYEE
- RADIO
- INTERNET RECRUITING SITES
- OTHER: _____

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