



Employment Application

Revised 5.2020

Personal Information

Last Name		First Name			Middle Initial	
Primary Phone			Email			
Street Address			City	State	Zip	
Position Desired		Salary Desired		How were you referred to the City?		
Have you ever been employed by the City of Nappanee? <i>(If yes, please list dates and position)</i>						
Desired Shift/Schedule		Are you 18 years of age or older?		Are you legally authorized to work in the United States?		
				<i>(Proof of legal right to work in the United States will be required upon employment.)</i>		

Drug Free Work Policy

The City of Nappanee is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. Consistent with that commitment, we have established a Drug Free Workplace Policy that prohibits the use, sale, or possession of narcotics, drugs, alcohol or controlled substances while on the job, on Company property or in any Company vehicle. All offers of employment are contingent upon successful completion of a drug test.

Education

Please list the highest level of education you have completed	School Name and Location	Course of Study	Number of Years Attended	Did you graduate?	Degree Received

Employment History

Please complete the following information regarding your previous employment **beginning with your most recent employer.**

Company Name	Location (City and State)	Job Title	Start Date	End Date
Please describe your job duties		Final Pay Rate	Reason for Leaving	

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Skills, Training & Experience

Please describe any skills, training and/or knowledge you have that is related to the position for which you are applying.
(Please attach additional pages if needed.)

Criminal History

In responding to the following criminal history questions do not disclose any information concerning any conviction or plea that has been pardoned, sealed, or expunged by court order, or which has been dismissed pursuant to a pre-trial diversion or accelerated rehabilitative disposition program (ARD).

Have you ever been convicted of or pled guilty or no contest to any felony or misdemeanor crime? Yes _____ No _____

If you answered "Yes", please list the crime and the date(s) of the offense below. You will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated.

Certification and Release

Please read the following statements carefully. This application must be signed to receive consideration for employment.

I understand that the current use of illegal drugs or illegally used drugs would prohibit me from being employed for the City. I understand that an offer of employment is contingent upon the successful completion of a drug test. By submitting this Application for Employment, I hereby consent to this test as a condition of employment.

If employed by the City of Nappanee, I will provide satisfactory proof of my identity and authorization to work in the U.S. in accordance with the Immigration Reform and Control Act.

I authorize the City of Nappanee to verify the information that I have provided in this application and to conduct such investigation into the facts surrounding my application as it may deem appropriate. I understand that employment is conditional based upon the results of references, background investigations that may be conducted through any investigative agency of the City's choice and may include inquiries with my present and/or former employers, educational institutions and references concerning my background, employment history and any other pertinent information and records. I release all parties from any liability whatsoever resulting from such disclosure.

I understand that if employed by the City of Nappanee I will abide by its policies and practices, which may be amended at the City's discretion.

I understand that my employment is not to be construed as an employment contract. If I am offered employment, it will be as an employee-at-will and my employment with the City may be terminated at any time, with or without cause, and with or without advance notice at the option of either the City or by me. I also understand that no City representative has any authority to enter into any express or implied contract for employment for any specified period of time.

I hereby acknowledge that I have read the above statements and understand them. I certify that the information provided by me in this application is true and complete. I understand that any falsification, omission or misrepresentation made by me on this application (and accompanying resume or other documents) is grounds for refusal to hire, or if hired, termination of my employment.

Print Name	Signature	Date

Completed Applications must be emailed to HR@nappanee.org to be considered for employment.



Municipal Nepotism Policy Verification

Applicant Verification for Employment

Revised: 4/24/2020

Applicant Verification of Nepotism Policy

I, _____ have reviewed the direct line of supervision for the position I am seeking with the City of Nappanee and I am not a relative of any employee who will be in my direct line of supervision in the position of _____.

I understand that relative means a spouse, parent, step-parent, child (natural or adopted), step-child, sibling (including step and half siblings), niece, nephew, aunt, uncle, and all in-laws.

I hereby verify under the penalty of perjury that the statements above are true.

Signature

Date

Print Name