

The seal of the City of Pembroke is circular with a yellow border. Inside the border, the words "CITY OF PEMBROKE" are written in a semi-circle at the top, and "INC. 1906" is at the bottom. The center of the seal features a red and white building, possibly a school or government building, with a flag flying in front of it.

*City of Pembroke*  
*Employment Application*

Dear Applicant,

Thank you for applying for employment with the City of Pembroke. Carefully completing our standard employment application will enable us to place you in a position more compatible to your education, qualifications, and background.

The City of Pembroke is committed to providing a safe environment for our citizens, as well as offering all employees the security of knowing their coworkers are trustworthy, safety conscious, and drug free.

In order to meet these safety and security goals, the City of Pembroke also conducts thorough background screenings. If you are considered for employment, please note that some or all of the following employment screenings will be performed:

- State and Federal Criminal Records Check
- Driving History Records Checks
- Citizen and Immigration Status Verification
- Personal and Professional Reference Checks
- Verification of Professional Licenses and Credentials

If you have any concerns or issues that you feel we need to be made aware of before we proceed with the above records check, please ask to speak with the City Clerk or Deputy Clerk.

Please carefully complete the application giving a true and accurate picture of your work habits, skills, special talents and abilities, and any personal information that could set you apart as a valuable employee.

Again, thank you for applying for employment with the City of Pembroke.

# CITY OF PEMBROKE, GEORGIA APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP  
CODE

PHONE # \_\_\_\_\_ ARE YOU 18 YEARS OLD OR OLDER? YES \_\_\_ NO \_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes \_\_\_ NO \_\_\_

## EMPLOYMENT DESIRED

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_ ARE YOU EMPLOYED NOW \_\_\_\_\_

IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? \_\_\_\_\_

HAVE YOU EVER APPLIED FOR EMPLOYMENT HERE BEFORE? \_\_\_\_\_ WHEN? \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

EDUCATION	NAME & LOCATION	DID YOU GRADUATE/GED	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS CORRESPONDENCE			

## GENERAL

SUBJECTS OR SPECIAL STUDY OR RESEARCH WORK: \_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

ACTIVITIES: (CIVIC, ATHLETIC, ETC.) \_\_\_\_\_

U.S. MILITARY OR NAVAL SERVICE \_\_\_\_\_ RANK \_\_\_\_\_

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES \_\_\_\_\_

**FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS. START WITH LAST ONE FIRST.)**

MONTH & YEAR	NAME, ADDRESS & PHONE # OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**WHICH OF THESE JOBS DID YOU LIKE THE BEST?** \_\_\_\_\_

**WHAT DID YOU LIKE MOST ABOUT THIS JOB?** \_\_\_\_\_

**REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.**

<u>NAME</u>	<u>ADDRESS &amp; PHONE #</u>	<u>BUSINESS</u>	<u>YRS. AQUAINTED</u>
<u>1.</u>			
<u>2.</u>			
<u>3.</u>			

**IN CASE OF EMERGENCY NOTIFY:** \_\_\_\_\_  
 NAME ADDRESS PHONE NUMBER

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice at any time at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.

**DATE SIGNATURE** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

INTERVIEWED BY: \_\_\_\_\_ DATE \_\_\_\_\_

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_

NEATNESS	ABILITY	HIRED: YES	NO
POSITION	DEPT.	SALARY/WAGE	DATE REPORTING TO WORK

APPROVED 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Department Head Administrator Human Resources

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination.