

CALLING ALL SENIORS!

ARE YOU ARE RETIREE LOOKING FOR PART-TIME EMPLOYMENT DURING THE WEEK?

The City of Prichard is seeking retired citizens to assist department staff in daily clerical duties.

APPLY NOW!

- Must be a City of Prichard resident
- Must be a retiree
- Clerical experience highly preferred

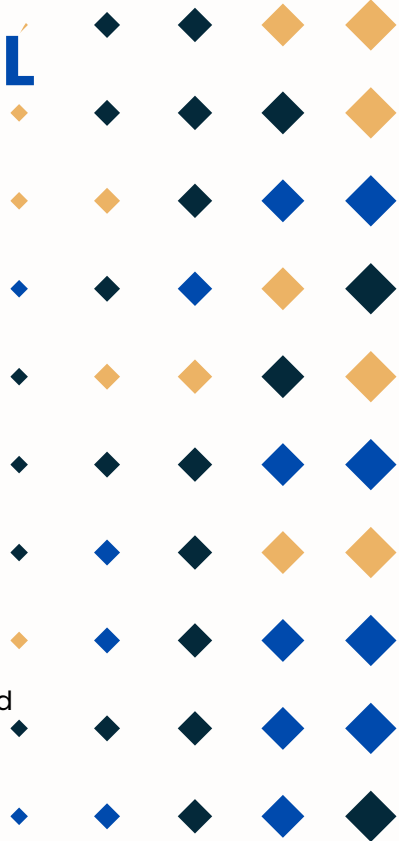
SUBMIT YOUR APPLICATION



Prichard City Hall
216 E. Prichard Ave.



Human Resources
(251) 452-7851





APPLICATION FOR EMPLOYMENT

Failure to complete all sections of this application may disqualify an applicant from consideration. This application will remain on file for one year and active for one month. Applicants are considered on the basis of qualifications without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, genetic status, or sexual orientation.

PERSONAL INFORMATION

Referred By: _____

Date: _____ Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Contact Number _____ Are you 18 years old or older? ___ Yes ___ No

Email Address _____ Are you legally authorized to work in the U.S.? ___ Yes ___ No

Are you able to perform the job's essential functions for which you are applying, with or without reasonable accommodation?
___ Yes ___ No

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____

Salary desired: _____ Circle any or all that apply: Full time / Part-time

Are you currently employed? ___ Yes ___ No May we inquire of your present employer? ___ Yes ___ No

EDUCATION, EXPERIENCE AND SKILLS:

Highest grade completed in High School: _____ Diploma: ___ Yes ___ No GED: ___ Yes ___ No

Name of High School _____ City/State _____

Number of years attended at Trade School: _____ Junior College: _____ College: _____ Other _____

College(s) and City/States _____ Degree Received: _____

List professional, trade, business, or civil activities and any offices held (you may exclude organizations that would indicate the race, sex, age, marital status, color, national origin, or the ability of its members.)

Other Professional Skills: _____

Have you ever been terminated from employment or asked to resign by an employer? If yes, explain. ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No (a conviction record will not necessarily be a bar to employment). If yes, what was the nature of the offense, when, where, and the outcome?

FORMER EMPLOYERS - List below the last three employers, starting with the most recent. Incomplete information could disqualify you from further consideration.

Start/End Date:	Employer Name:	Telephone:
Job Title:	City/State:	
Duties:		
Reason for leaving:		
Start/End Date:	Employer Name:	Telephone:
Job Title:	City/State:	
Duties:		
Reason for leaving:		
Start/End Date:	Employer Name:	Telephone:
Job Title:	City/State:	
Duties:		
Reason for leaving:		

REFERENCES: List three people not related to you whom you have known for at least one year.

NAME	PHONE #	BUSINESS	YEARS
1.			
2.			
3.			

Please read carefully before signing.

The CITY OF PRICHARD is an equal-opportunity employer. The CITY OF PRICHARD does not discriminate in employment based on race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the CITY OF PRICHARD to hire me. If I am hired, I understand that either the CITY OF PRICHARD or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the CITY OF PRICHARD has the authority to make any assurance to the contrary.

I attest with my signature below that I gave the CITY OF PRICHARD accurate and complete information on this application. No requested information has been concealed. I authorize the CITY OF PRICHARD to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant

Date