

Please Return To:
City of Newark
City Manager's Office
220 South Main Street
Newark, DE 19711



GENERAL APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

We welcome you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Newark to provide equality of opportunity in employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, marital status, physical or mental disability, sex, or age (except when sex or age is bona fide occupational qualification) in all aspects of our personnel policies, programs, practices and operations.

This policy applies to all phases of full, part-time, temporary, and seasonal employment.

All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment by the City of Newark. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying.

Please print in ink.

Title of position(s) applied for:

1. _____
 2. _____

3. _____
 4. _____

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Social Security #
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Address

City	State	Zip Code
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Home Telephone Number ()	Cell Phone Number ()	Work Telephone Number ()
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Birthdate: <u>Police Officer Applicants Only</u>	E-Mail Address
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Drivers Lic. No./State

PERSONNEL USE ONLY	Date Received	By

EMPLOYMENT EXPERIENCE

Please list employers beginning with your present or most recent employer. Please be complete. You may also submit a personal resume along with this application.

1. Employer			Dates	
			From	To
Address				
Telephone ()	Reason for Leaving		Wage Rate	
			Start	Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Job Title	Duties Performed			
2. Employer			Dates	
			From	To
Address				
Telephone ()	Reason for Leaving		Wage Rate	
			Start	Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Job Title	Duties Performed			
3. Employer			Dates	
			From	To
Address				
Telephone ()	Reason for Leaving		Wage Rate	
			Start	Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Job Title	Duties Performed			
4. Employer			Dates	
			From	To
Address				
Telephone ()	Reason for Leaving		Wage Rate	
			Start	Final
Supervisor/Title	May We Contact Yes <input type="checkbox"/> No <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Job Title	Duties Performed			

PERSONAL REFERENCES (OPTIONAL)

List three persons other than former employers or relatives who would have knowledge of your qualifications for the position for which you are applying.

NAME & OCCUPATION	ADDRESS	PHONE NUMBER
		()
		()
		()

PLEASE STATE BRIEFLY, IN YOUR OWN HANDWRITING, YOUR REASON FOR APPLYING FOR THIS POSITION.

I also certify that this application contains no willful misrepresentations or falsifications, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentations or falsifications, my application may be rejected, my name may be removed from consideration, or I may be dismissed.

I authorize the City of Newark to conduct or participate in an investigation of my personal background, work history and police record as may be necessary to verify the information provided in my employment application and/or to determine my fitness to hold the position for which I have applied.

Signature

Date