



# CITY OF BEDFORD, INDIANA

## APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.*

**PERSONAL INFORMATION:**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone Number \_\_\_\_\_ Referred By: \_\_\_\_\_

Are You 18 Years Of Age Or Older? \_\_\_Yes \_\_\_No  
If not, are you able to obtain a work permit? \_\_\_Yes \_\_\_No

**EMPLOYMENT DESIRED:**

Position \_\_\_\_\_ Date You Can Start \_\_\_\_\_

Are You Employed Now? \_\_\_Yes \_\_\_No May we contact your present employer? \_\_\_Yes \_\_\_No

Ever Applied To This Company Before \_\_\_Yes \_\_\_No Where? \_\_\_\_\_ When? \_\_\_\_\_

**EDUCATION/SKILLS:**

	Name and Location	Highest Level Completed	Field Of Study	Anticipated Date of Graduation
Grammar School				
High School				
College				
Trade/Vocational				

General Subjects of Special Study \_\_\_\_\_

Related Skills (Driver's License, Typing, Etc.) \_\_\_\_\_

Activities Other Than Religious (Civic, Athletic) \_\_\_\_\_

EXCLUDE ORGANIZATIONS THE NAME OF WHICH MAY INDICATE RACE, SEX, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS

**(Continue to other side)**

**EMPLOYMENT HISTORY:** (List Your Last Four Employers Starting With the Last One First)

Dates	Name & Address of Employer	Position	Job Duties	Reason For Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES:** (List Three Persons Below, Not Related To You, Whom You Have Known At Least One Year)

Name	Address & Phone	Relationship	Years Acquainted

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**\*"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND AN APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT, ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MIDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100."**  
**"IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT, AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY."**  
**"IF YOU ARE TO BE HIRED BY THE COMPANY, YOU WILL BE REQUIRED TO ATTEST TO YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY, AND TO PRESENT DOCUMENTS CONFIRMING YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY, YOU CANNOT BE HIRED IF YOU CANNOT COMPLY WITH THESE REQUIREMENTS."**

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**AUTHORIZATION:**

I certify that the facts contained in this application (and accompanying resume) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that my employment is conditioned on a complete background check. I hereby authorize the City of Bedford to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City of Bedford, without giving me prior notice of such disclosure. I release the City, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City of Bedford. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Bedford and as permitted by law. I consent to such examinations and test, and I request that the examining doctor disclose the City the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the City's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Bedford to hire. If hired, I agree to abide by all company rules, policies and procedures, in whole or in part, at any time.

Date \_\_\_\_\_

Signature \_\_\_\_\_