

Date Received
(Office Use Only)

APPLICATION FOR EXAMINATION
RETURN TO
CIVIL SERVICE BOARD
911 Public Safety Drive, SW
Jacksonville, Alabama 36265
256/435-9695, civilservice@jacksonville-al.org

INSTRUCTIONS: Applications must be received by the Civil Service Board or postmarked on or before the closing date indicated on the announcement. A separate application is required for each position. ALL BLANKS MUST BE FILLED IN WITH TYPEWRITER OR WITH INK.

1. Job Applying For _____
(Use Title on Job Announcement)

2. Name _____
(Print) LAST NAME FIRST MIDDLE

3. Address _____
NO. AND STREET, RD. OR PO BOX APT NO. CITY STATE ZIP CODE

4. How long have you lived at this address? _____ 5. Telephone# Home _____ Cell _____

6. Have you ever been convicted of any offense other than a minor traffic violation? YES/NO
Conviction is not necessarily disqualifying. Give the facts and dates of your conviction(s):

7. Are you a U.S. citizen? YES _____ NO _____ 8. Email address _____

9. Education: You **MUST** attach a copy of your diploma or G.E.D. certificate or it will not be considered.

A. Did you graduate from High School? YES or NO If NO, Highest grade completed _____

B. If you have a high school equivalency certificate, give the year and place the certificate was granted.

Year: _____ Place: _____

C. Give last high school, grade school, or trade school attended:

Name of School: _____ Location: _____ Dates Attended: _____ Course: _____

D. List any colleges, business schools, or technical schools you attended: You **MUST** attach a copy of your degree, certificate, or diploma or it **WILL NOT** be considered. If you did not graduate, you **MUST** attach a transcript of your college work for it to be considered.

Name of School	Location	Course/Major	Dates Attended	Degree or Certificate Received
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E. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, certificate (if any), dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying.

10. List three professional references:

NAME	PHONE#	RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

The City of Jacksonville is an Equal Opportunity Employer and does not discriminate against otherwise qualified applicants on the basis of race, creed, color, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

WORK HISTORY

Beginning with your PRESENT or most recent employment, list in REVERSE ORDER periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Give complete information, especially about the kind of work you did. **You MAY NOT substitute a Resume for this information, but you may include one with your completed application.**

11. 1. Present or most recent period of employment: Employer: _____ Location: _____ Phone #: _____ Supervisor: _____ Your Position: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Employment Period</th> </tr> <tr> <td>From _____ Month Year</td> </tr> <tr> <td>To _____ Month Year</td> </tr> <tr> <td>Total Months _____</td> </tr> </table>	Employment Period	From _____ Month Year	To _____ Month Year	Total Months _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Reason for Leaving</th> </tr> <tr><td>_____</td></tr> <tr><td>_____</td></tr> <tr><td>_____</td></tr> </table>	Reason for Leaving	_____	_____	_____
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Duties: (Be Specific) _____

2. Next most recent period of employment: Employer: _____ Location: _____ Phone #: _____ Supervisor: _____ Your Position: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Employment Period</th> </tr> <tr> <td>From _____ Month Year</td> </tr> <tr> <td>To _____ Month Year</td> </tr> <tr> <td>Total Months _____</td> </tr> </table>	Employment Period	From _____ Month Year	To _____ Month Year	Total Months _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Reason for Leaving</th> </tr> <tr><td>_____</td></tr> <tr><td>_____</td></tr> <tr><td>_____</td></tr> </table>	Reason for Leaving	_____	_____	_____
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12. May we contact your current employer? YES / NO

13. Show other experience by using additional sheets.

14. NOTICE: You MUST attach a copy of a photo I.D. or you may be disqualified.

15. I hereby certify that all statements made hereon and attached hereto are true and correct to the best of my knowledge. Any false statement may be cause for denying me the right to examination or employment.

Date _____ Signed _____

CITY OF JACKSONVILLE

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Jacksonville, Alabama, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Jacksonville, Alabama. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

WITNESS

SIGNATURE (FULL NAME)

Address _____

Phone # _____

Date of Birth _____

State Driver's License# _____

Social Security # _____