

# City of Starkville

101 Lampkin Street, City Hall  
Starkville, MS 39759  
(662) 324-4011

## Application for Employment

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile/Beeper/Other Phone # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

### Referral Source (Please check the appropriate category and name the source.)

- |  |   |
|--|---|
| <input type="checkbox"/> Walk-in _____           | <input type="checkbox"/> School _____                       |
| <input type="checkbox"/> Employee _____          | <input type="checkbox"/> Job Fair _____                     |
| <input type="checkbox"/> Advertisement _____     | <input type="checkbox"/> Staffing Agency _____              |
| <input type="checkbox"/> Company's Website _____ | <input type="checkbox"/> Government Employment Agency _____ |
| <input type="checkbox"/> Other Internet _____    | <input type="checkbox"/> Other _____                        |

If necessary, best time to call you at home is \_\_\_\_\_ : \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

May we contact you at work?  Yes  No

If YES, work number and best time to call:

(\_\_\_\_) \_\_\_\_\_ : \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

If you are under 18 and it is required, \_\_\_\_\_  Yes  No  
can you furnish a work permit?

If NO, please explain \_\_\_\_\_

Have you submitted an application here before? \_\_\_\_\_  Yes  No

If YES, give date(s) and position(s) \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_  Yes  No

If YES, give dates From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you legally eligible for employment  
in this country? \_\_\_\_\_  Yes  No

Date available for work \_\_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time

Educational Co-Op  Seasonal  Temporary

Will you relocate if job requires it? \_\_\_\_\_  Yes  No

Will you travel if job requires it? \_\_\_\_\_  Yes  No

If they have been explained to you,  
are you able to meet the attendance  
requirements of the position? \_\_\_\_\_  N/A  Yes  No

Will you work overtime if required? \_\_\_\_\_  Yes  No

If NO, please explain \_\_\_\_\_

Driver's license number required if driving may be required in the job  
for which you are applying:

\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_  Yes  No

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to,  
or been convicted of a felony? \_\_\_\_\_  Yes  No

If YES, please provide date(s) and details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone # (     )		Month	Year	Month	Year
Street address		City	State		Dates Employed:     /     to     /	
Compensation (Starting)						
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	Per
Immediate supervisor and title (for most recent position held)			May we contact for reference?		Commission/Bonus/Other Compensation \$	
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Final)	
Why did you leave?			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	Per
Summarize the type of work performed and job responsibilities.					Commission/Bonus/Other Compensation \$	
What did you like most about your position?						
What were the things you liked least about the position?						

Employer	Telephone # (     )		Month	Year	Month	Year
Street address		City	State		Dates Employed:     /     to     /	
Compensation (Starting)						
Starting job title/final job title			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	Per
Immediate supervisor and title (for most recent position held)			May we contact for reference?		Commission/Bonus/Other Compensation \$	
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Final)	
Why did you leave?			<input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	Per
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			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Compensation (Final)	
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Summarize the type of work performed and job responsibilities.					Commission/Bonus/Other Compensation \$	
What did you like most about your position?						
What were the things you liked least about the position?						

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? \_\_\_\_\_  Yes  No

If YES, please explain \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

### Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

- |   |  |
|---|--|
| <input type="checkbox"/> Word Processing _____ Years: _____ | <input type="checkbox"/> Internet _____ Years: _____ |
| <input type="checkbox"/> Spreadsheet _____ Years: _____     | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> Presentation _____ Years: _____    | <input type="checkbox"/> Other _____ Years: _____    |
| <input type="checkbox"/> E-mail _____ Years: _____          | <input type="checkbox"/> Other _____ Years: _____    |

## Educational Background

Starting with your most recent school attended, provide the following information.

School (Include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship To You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

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In your current or prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes  No  Not Applicable

If YES, please explain: \_\_\_\_\_

Is there any other job-related information you want us to know about you? \_\_\_\_\_

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## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Supplement to the Application for Employment**

*Please Read*

### **City of Starkville Job Application Process**

Applications for employment are accepted for announced positions only. The application you submit will be considered ONLY for this one position. If a similar job becomes available at a later date, you will need to reapply by submitting another application to be considered for that position.

Selections for vacant City of Starkville positions, both open and promotional, are made as follows:

1. Job vacancies are posted for seven (7) working days. All job vacancies will be advertised in local media and other recruiting sources as deemed necessary to recruit qualified candidates for the position.
2. Applications may be obtained at City Hall, 101 Lampkin Street, Starkville, MS 39759; or on our website [www.cityofstarkville.org](http://www.cityofstarkville.org). Applications will not be accepted until the posting date for the position. All applications must be received at City Hall on or before 5:00 PM on the closing date for the listed job. Late applications will not be considered.
3. All information provided by you is subject to verification. Any omission or falsification is grounds for disqualification or dismissal. Complete all requested information. Failure to complete all requested information may result in your application not being considered for the position. Be sure to specify the position for which you are applying.
4. After the closing date, all applications will be screened, selecting the most qualified candidates with the qualifications relevant to the particular job requirements, including, but not limited to:  
EDUCATION, SKILLS, KNOWLEDGE, WORK EXPERIENCE, RESIDENCY,  
and OTHER JOB REQUIREMENTS.  
Be sure that you carefully and completely report your education, training, and experience so it is clear how they help you qualify for this specific job. You may attach a separate sheet listing ALL experience that may have prepared you for the position, whether it is classes, hobbies, volunteer work, or paid employment.
5. The most-qualified job applicants, as determined from the applications, resumes, and any other supporting materials submitted, will be referred to the supervisor in the department in which the job opening exists for further review, including interviews and background checks.
6. The best-suited applicant will be chosen for the position and a recommendation for hiring will be submitted to the Board of Aldermen. No job offer is valid unless it has been specifically approved by the Board.
7. In most cases, if you are not contacted for an interview within thirty (30) days of the closing date, you can assume you were not among the applicants selected for possible interview. For senior management level positions such as Department Head, the selection process may take longer.

***The City of Starkville does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment nor in the provision of services.***