**POSITION APPLIED FOR – PLEASE TYPE OR PRINT IN INK**

**DATE RECEIVED (HR use only)**

Last Name First Middle Initial

**Telephone Number**

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

**Print Actual Address**

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

Address Street & Number

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

City State Zip Code

**Mailing Address (If different from actual)**

**PRE-EMPLOYMENT QUESTIONS MUST BE ANSWERED “YES” OR “NO”**

**COLLEGE – BUSINESS OR TRADE SCHOOL – AND OTHER EDUCATION**

 Name of School, City, and State Major and/or Type of Diploma or If No Degree, #

 Course of Study Degree Earned of Credits Earned

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

**LIST ADDITIONAL SKILLS AND CERTIFICATIONS**

**LIST COMPUTER AND TECHNICAL SKILLS**

**USE OF THE PHRASE “SEE RESUME” IN PLACE OF ANY INFORMATION IS PROHIBITED, AND WILL RESULT IN DISQUALIFICATION**

**PLEASE COMPLETE REVERSE SIDE**

 Do you reside in the City of East Providence?

🞏 YES 🞏 NO

Have you ever been employed by the City of East Providence?

(Provide details use additional sheet if necessary)

🞏 YES 🞏 NO

 Do you have any family members employed by the City of East Providence? (Provide details)

🞏 YES 🞏 NO

Are you legally authorized Are you a veteran? Are you at least 18 years

to work in the U.S.? of age?

🞏 YES 🞏 NO 🞏 YES 🞏 NO 🞏 YES 🞏 NO

**EDUCATION**

 **ELEMENTARY AND SECONDARY SCHOOL Did you graduate?**

**(Select highest grade completed)**

 **🞏 YES 🞏 NO** **High School Diploma 🞏** **GED 🞏**

 **1 2 3 4 5 6 7 8 9 10 11 12**

**CITY OF EAST PROVIDENCE – Human Resources** **APPLICATION FOR EMPLOYMENT**

145 Taunton Avenue, East Providence, RI 02914 **www.eastprovidenceri.net** *An Equal Opportunity/Affirmative Action Employer*

**Name of Employer:**

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

Address

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

City State Zip Code

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

**Type of Business**

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

Title of Position Held

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

**From (Date)**

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

To (Date)

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

**Salary or Wage**

**Per Hour**

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

Starting

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

Ending

**Reason for Leaving**

Describe Duties:

Name and Title of Immediate Supervisor

May We Contact This Employer?

 🞏 YES 🞏 NO

**Name of Employer:**

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

Address

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

City State Zip Code

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

**Type of Business**

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

Title of Position Held

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

**From (Date)**

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

To (Date)

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

**Salary or Wage**

**Per Hour**

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

Starting

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

Ending

**Reason for Leaving**

Describe Duties:

Name and Title of Immediate Supervisor

May We Contact This Employer?

 🞏 YES 🞏 NO

**Name of Employer:**

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

Address

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

City State Zip Code

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

**Type of Business**

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

Title of Position Held

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

**From (Date)**

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

To (Date)

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

**Salary or Wage**

**Per Hour**

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

Starting

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

Ending

**Reason for Leaving**

Describe Duties:

Name and Title of Immediate Supervisor

May We Contact This Employer?

 🞏 YES 🞏 NO

**Commercial Driver’s License (CDL)** 🞏 YES 🞏 NO **Valid Driver’s License** 🞏 YES 🞏 NO

**THIS AFFIRMATION MUST BE COMPLETED**

**I certify that my statements are true, complete, and correct and are made in good faith. I understand that any misstatement of fact and/or material omission will be considered as willful.**

**I certify that there are no material omissions, misrepresentations and falsifications of the above statements and answers to questions on both sides of this application. I understand that should an investigation disclose such material omissions, misrepresentations, and falsifications, my application may be rejected and, should I be employed, my service may be terminated.**

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

 **Signature**  **Date**

**FOR HUMAN RESOURCES USE ONLY**

**REASON(S) FOR DISQUALIFICATION:**

□ A □ B □ C □ D □ E □ F □ G □ H □ I □ J

**EMPLOYMENT HISTORY**

***List below all the positions you have held in the past ten years. In addition, list any other experience which you think may qualify you for the position applied. Begin with your present or most recent employment. Explain what you did during lapses in employment. Incomplete applications may be a reason for disqualification.***

**How did you learn about this job opportunity?**

🞏 Internet 🞏 EEO/Affirmative Action Office

🞏 Newspaper 🞏 EmployRI Network

🞏 Walk-In

🞏 Family/Friends 🞏 Other

**PROVIDE YOUR EMAIL ADDRESS BELOW**

**(THE CITY USES THIS AS A PRIMARY MEANS OF COMMUNICATION)**

**CITY OF EAST PROVIDENCE**

**VOLUNTARY SURVEY**

The following is an invitation to self-identify. Your participation is strictly voluntary, but extremely helpful. This form does not affect the status of your application. The data requested is used solely by the City of East Providence Equal Employment/Affirmative Action Office to evaluate our efforts in recruiting and maintaining a diverse workforce. Information collected will be kept confidential and refusal to provide it will not subject the applicant to any adverse treatment in accordance with EEO and ADA. Thank you for participating in this survey!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  | **Middle Initial:** |  |

|  |  |
| --- | --- |
| **Street Address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **City:** |  | **State:** |  | **Zip Code:** |  |

|  |  |
| --- | --- |
| **Position Applied For:** |  |

**Gender 🞏 Male 🞏 Female**

**Veteran Status: 🞏 Veteran 🞏 Post 9/11 Veteran** **🞏 Disabled Veteran**

**Age 40 or over: 🞏 Yes 🞏 No**

**Please Check Below Any That Apply *(See below for race and ethnicity category definitions)*:**

**🞏 Hispanic or Latino**

**🞏 White**

**🞏 Black or African American**

**🞏 Native Hawaiian or Other Pacific Islander**

**🞏 Asian**

**🞏 American Indian or Alaska Native**

**🞏 Two or More Races**

Race and ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** **or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander** **(Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian** **(Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino) -** All persons who identify with more than one of the above five races.

**The City of East Providence does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.**

***Equal Employment Opportunity /Affirmative Action Employer***