



# City of Springfield

*The heart of Effingham*

## Application for Employment

130 S Laurel St Springfield, GA 31329

Phone: 912-754-7617

The City of Springfield is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. Information provided on this application is subject to the Georgia Open Records Act (O.C.G.A. §50-18-70).

PLEASE TYPE OR PRINT. Complete both sides of the application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job titles will not be considered for any position.

|                                      |       |                                                                    |          |
|--------------------------------------|-------|--------------------------------------------------------------------|----------|
| Name (Last, First, Middle)           |       | Other names under which you have attended school or been employed: |          |
| Street Address                       |       | City, State                                                        | Zip Code |
| Must Indicate Position Applying For: | Phone | Email                                                              |          |

|                                                                                                                                                                                        |                                                          |                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| Are you eligible to work in the United States?                                                                                                                                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                      |
| Are you 18 years of age or older?                                                                                                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No | If NO, what is your current age?                     |
| Are you currently employed at the City?                                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, what is your current job title & department? |
| Have you ever been employed by the City of Springfield?                                                                                                                                | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, dates of employment & reason for leaving:    |
| Are you related to any current City employee?                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | If YES, their name & their relationship to you?      |
| If required for position, do you have a valid driver's license?                                                                                                                        | <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                      |
| How did you learn about this employment opportunity at City of Springfield? Check all that apply:                                                                                      |                                                          |                                                      |
| <input type="checkbox"/> City Website <input type="checkbox"/> Social Media <input type="checkbox"/> Referred by Friend or City Employee <input checked="" type="checkbox"/> Newspaper |                                                          |                                                      |
| <input type="checkbox"/> Other:                                                                                                                                                        |                                                          |                                                      |

### EDUCATION

| Name of School                   | City/State | Did you graduate? | If Yes, date of Graduation | Degree received |
|----------------------------------|------------|-------------------|----------------------------|-----------------|
| High School                      |            |                   |                            |                 |
| GED                              |            |                   |                            |                 |
| Other School<br>e.g., Vocational |            |                   |                            |                 |
| College/University               |            |                   |                            |                 |
| College/University               |            |                   |                            |                 |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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