

EXPERIENCE: Start with your present or last job & work back. Include paid or unpaid, full or part-time, military, summer jobs, etc.

May we check with your present supervisor? Yes No

NOTE: We may contact any previous supervisor to verify your description of past duties.

Starting date	Ending date	Name & address of present or last employer		Title of Position
Starting salary	Ending salary	Hours per week	Name, title & phone number of your immediate supervisor	
— per —	— per —			

Reasons for leaving

Description of duties & responsibilities

Starting date	Ending date	Name & address of present or last employer		Title of Position
Starting salary	Ending salary	Hours per week	Name, title & phone number of your immediate supervisor	
— per —	— per —			

Reasons for leaving

Description of duties & responsibilities

Starting date	Ending date	Name & address of present or last employer		Title of Position
Starting salary	Ending salary	Hours per week	Name, title & phone number of your immediate supervisor	
— per —	— per —			

Reasons for leaving

Description of duties & responsibilities

What prompted you to apply for City employment?

a. Newspaper _____ b. City Employee _____ c. School _____ d. City Website/Internet _____ e. Friend _____ f. Other _____

CERTIFICATION: I certify that all the statements made in the application are true, complete and correct, to the best of my knowledge and belief and are made in good faith.

Signature of applicant _____ Date _____

Pre-Employment Authorization and Release

I understand that in connection with my application for employment, the City of Grandview and its designated employees may be performing, requesting, or obtaining background information about me. This background check may include, but is not be limited to, an inquiry into my employment history, education, general character or reputation, work experience, volunteer experience, driving, and/or criminal history. This background check will include a search of outstanding obligations/delinquencies of city or county debts, including taxes, sewer, ambulance, special assessments, and community center fees. If the position applied for involves handling money and/or having access to monies and/or other transferable monetary instruments, my credit history may also be checked.

I understand that the City of Grandview may rely on all or any part of the information acquired pursuant to this authorization in determining whether to extend an offer of employment to me. An offer of employment may be contingent on payment of outstanding city or county debts.

I have read this pre-employment disclosure and, by signing below, hereby authorize the City of Grandview and its designated employees to conduct a background check as described herein. I hereby release The City of Grandview and its officers, agents, elected officials and employees from any and all liability related to the procurement or disclosure of information provided by me or obtained about me in connection with my application for employment.

By signing below, I further authorize, without reservation, any party including, but not limited to, individuals, employers, consumer reporting agencies, governmental entities, law enforcement agencies, institutions and private information bureaus or repositories, to furnish any or all of the above-mentioned information to the City of Grandview and I release and discharge from liability all individuals, companies, firms, corporations, or public agencies who release requested information pertaining to me to the City of Grandview whether verbal or written.

Print Name: _____
(First) (Middle) (Last) (Former)

Address: _____
(Street #, Name) (City) (State/Zip)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____ Gender: _____

Signature: _____ Date: _____