

# EMPLOYMENT APPLICATION

All Applications will remain in effect for 180 days from date the application is received.

Programs, service and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodations to complete the application or assistance with an interview



CITY OF VICKSBURG  
P.O. BOX 150  
1415 WALNUT STREET  
VICKSBURG, MS 39180  
hr@vicksburg.org

## POSITION APPLIED FOR:

- A RESUME WILL NOT BE ACCEPTED AS A SUBSTITUTION FOR COMPLETION OF THIS APPLICATION
- THE CITY OF VICKSBURG IS AN AT WILL EMPLOYER
- THE CITY OF VICKSBURG REQUIRES A DRUG AND DURING BACKGROUND CHECK

Full Name:				Today's Date:						
Address:			City:		State:		Zip Code:			
Phone:		Cell:		Email Address:						
Do you have a valid driver's license?		YES <input type="checkbox"/>		No <input type="checkbox"/>		If hired, you will be required to obtain and maintain a valid State of Mississippi driver's license.				
						(INITIAL)				
Employment Desired:		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time		<input type="checkbox"/> Temporary		<input type="checkbox"/> Seasonal		
Have you ever worked for the City of Vicksburg?			<input type="checkbox"/> Yes		<input type="checkbox"/> No		If yes, date/Dept:			
The COV requires and administers criminal background checks and drugs screens prior to employment. Have you ever plead guilty, no contest, been convicted of a crime or placed on community supervision?					<input type="checkbox"/> Yes		<input type="checkbox"/> No		Explain below:	

## EDUCATION

TYPE OF SCHOOL	LOCATION (COMPLETE MAILING ADDRESS)	NO. YEARS ATTENDED	MAJOR & DEGREE	GRADUATED	YEAR GRADUATED
High School					
College					
Post College					

## PERSONAL REFERENCES (EXCLUDING FORMER EMPLOYEES OR RELATIVES)

Name & Occupation	Address	Home Phone	Work Phone

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			

Job Title/ Duties

Dates		Name and Address of Employer	Supervisor's Name and Phone	Reason for Leaving
From	To			

Job Title/ Duties

May we contact the employers listed above? \_\_\_\_\_

Job Skills							
Microsoft Office:	<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Email	<input type="checkbox"/> Other	Typing Speed WPM:	

Special training, skills, licenses /certificates that may assist in performing the position for which you are applying?

**I hereby certify** that this application contains no willful misrepresentation or falsifications and that the information given by me is true and complete to the best of my knowledge. I understand that any deliberate falsification or withholding of material facts, written or verbal, will subject me to disqualification from employment with or dismissal from the City of Vicksburg. I agree that the City or its agents may thoroughly investigate and inquire into and examine any records concerning criminal, employment, and/or school records. My signature is my authorization for the City to conduct the aforementioned investigations as well as any drug test policy that may be in place.

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

\_\_\_\_\_  
Date

**CONSENT TO RELEASE INFORMATION DATA**

I, \_\_\_\_\_, hereby authorize the City of Vicksburg to release my personnel file to the City of Vicksburg's, Human Resources Department. I understand that by granting the City of Vicksburg's Human Resources Department consent to the release of my personnel file, that I will hold the following, but no limited to, the City of Vicksburg, its Board, successors, officers, and or employees harmless from any claims of any kind and of any nature, whatsoever, arising from the execution of this release on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Date

***Our MISSION is to provide effective human resource management by developing and implementing fair and consistent policies, programs and services that contribute to the attainment of the City of Vicksburg's goals, as The First Face of the City and Leading by Example***

**NOTE: THIS APPLICATION WILL BE IN OUR ACTIVE FILES FOR SIX (6) MONTHS FROM THE LISTED DATE RECEIVED.**