



## City of Elberton

P. O. Box 70 ~ 203 Elbert Street  
 Elberton, GA 30635  
 P: 706-213-3100 ~ F: 706-213-3125  
[www.cityofelberton.net](http://www.cityofelberton.net)

### General Employment Application

The City of Elberton is an equal opportunity employer, maintains a drug free workplace and complies with ADA guidelines. In order to receive consideration for employment with the City, this application must be completed **in full**, signed and dated. Answer all questions, indicating *N/A* if not applicable. Resumes will not be accepted in lieu of a completed application; however, may be attached. This application will remain active for 12 months.

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#### PERSONAL INFORMATION

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Last Name	First	Middle
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Street Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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Driver's License Number	Social Security Number
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Are you legally eligible for employment in the USA?  No  Yes (verification will be required)

Are you under the age 18?  No  Yes (work permit will be required)

Have you (since age 18) ever been convicted of or plead guilty or no contest to a misdemeanor?

No  Yes (describe the circumstances by providing date, place, charges, disposition)

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#### HIRING INFORMATION

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Position Desired	Date Available
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Have you ever worked for us before?  No  Yes (when and where?) \_\_\_\_\_

List relatives who are employed by the City of Elberton:

NAME	RELATIONSHIP	DEPARTMENT

**EDUCATION AND TRAINING**

SCHOOL	SCHOOL NAME & ADDRESS	COURSE OF STUDY	LAST YR COMPLETED	DID YOU GRADUATE
High School			1 2 3 4	Y N
College			1 2 3 4	Y N
Other			1 2 3 4	Y N
JOB RELATED LICENSES/CERTIFICATIONS		DATE ISSUED	IS IT CURRENT?	LICENSING AGENCY

Have you ever served in the US Armed Forces?  No  Yes (what branch, dates of duty and skills related to this position) \_\_\_\_\_

**PERSONAL REFERENCES** (Do not list former employers or relatives)

NAME & OCCUPATION	ADDRESS	CONTACT NUMBER

May we contact your present employer?  No  Yes  Presently not employed (List below present and past employment, beginning with your most recent.)

NAME & ADDRESS OF COMPANY/TYPE OF BUSINESS	FROM (Mo/Yr)	TO (Mo/Yr)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	Describe below the work you did:					
Position held:						

Contact Phone Number:	
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NAME & ADDRESS OF COMPANY/TYPE OF BUSINESS	FROM (Mo/Yr)	TO (Mo/Yr)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
<i>Describe below the work you did:</i>						
Position held:						
Contact Phone Number:						

NAME & ADDRESS OF COMPANY/TYPE OF BUSINESS	FROM (Mo/Yr)	TO (Mo/Yr)	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
<i>Describe below the work you did:</i>						
Position held:						
Contact Phone Number:						

**APPLICANT’S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I am aware that the falsification of this application or the omission of complete information will result in disqualification, or upon discovery, termination of employment.

Furthermore, if I am employed by the City of Elberton, I agree to conform to the policies, rules, orders and regulations of the government set forth in the City of Elberton Personnel System, employee handbook, policies and ordinances; and acknowledge that these policies, rules, and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer’s sole option.

The City of Elberton is a Drug-Free Workplace. Before an applicant can be selected for employment with the City of Elberton they must submit to a drug testing. Should you become an employee with the City of Elberton, your position may require random drug testing.

Date: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_

Resumes, letters of reference, etc. submitted with the application become the property of the City of Elberton and will not be returned. The information you have provided on the application is subject to public disclosure under the Georgia Open Records Act.

### Job Application Questionnaire

Applicant's Name

Last

First

Middle

I have made application for employment with the City of Elberton. I authorize any persons or organizations to give you any and all information concerning my previous employment, education or any other information they might have, personal or otherwise, whether or not it is in their records, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage whatsoever for issuing same.

This employment application is not an offer of employment nor a contract for employment. The completion of this application does not constitute an agreement, or promise to hire the applicant.

This employment application is the basis for the employment screening process and background investigation conducted by the Elberton Police Department on each applicant for a position of employment. The answers that you provide for each question on this application must be full and complete. Any information that is erroneous in nature or not provided on this application, whether intentional or unintentional, will constitute the basis for your elimination from consideration for the employment which you now seek. Additionally, should you become employed with the City, and at any time subsequent to your employment, fraudulent, misleading or information missing from this application is discovered, your employment will be terminated. Please be sure that you carefully consider each and every question asked of you by this application and that you provide honest and complete information. If the question which requires more space than is provided may be answered on the reverse side of the page, with the question number indicated beside the information. Incomplete applications will not be accepted.

*"I understand that if I do not wish to answer a question in this booklet, I may choose not to do so and my application will be terminated. I have read and understand the above statement."*

Signature of applicant

Date signed

**ARE YOU CERTIFIED WORK READY YET?**



**A Workforce Training Initiative  
launched by Governor Perdue and  
the Georgia Chamber of Commerce.**

Earn your Work Ready Certificate after completing a **FREE** assessment in areas of applied mathematics, reading for information and locating information.

**Assessment Location:**

Athens Technical College, Elberton Campus

**Assessment Dates:**

Wednesdays (12:30 p.m. – 4:30 p.m.)

Fridays (8:30 a.m. – 12:30 p.m.)

Elbert County is promoting this program in the business community, in the school system and to all citizens to assist in training our workforce. We want you to have the opportunity to be more competitive when looking for a job!

**If you are already Work Ready Certified, please attach a copy of your certification when submitting your application for employment.**

**If not, contact Athens Technical College, Elberton Campus at 706-213-2139 to get started!**