

**City of Diamondhead**  
**5000 Diamondhead Circle**  
**Diamondhead, MS 39525**



**Office 228-222.4626**  
**Fax 228-222.4390**  
**www.Diamondhead.ms.gov**

### Personal Information (Please Print)

Name (Last, First, MI)

Street Address

City, State, Zip

Home phone number

Work phone number

Cell phone number

E-mail address

Social security number

Driver's license number/state/expiration

*(if job involves any driving)*

### Employment Desired

Position applied for?

How did you hear about this position?

Date available for work?

Desired hours (full time, part time, etc.)

### Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):

Last Name, First Initial:

Today's Date:

# Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? ☐ YES ☐ NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
Reason(s) for leaving				
What value did you add to this company or its customers?				
2.	Employer	Start Date	End Date	Essential job functions of final position
	Address			1.
	City, State, Zip	Starting Salary	Ending Salary	2.
	Phone number			3.
	Fax number	Supervisor(s)		4.
	Job position(s)	E-mail address of supervisor		
Reason(s) for leaving				
What value did you add to this company or its customers?				

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# Employment History

3.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					
4.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					

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# Employment History

5.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					
6.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					

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## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

Identify what skills or certification (s) you possess related to this position:

If you are hired, what value would you add to our company?:

Describe what you believe are the most unique features of your work history:

## Additional Information

Have you ever been employed with the city before?

☐ Yes ☐ No

If Yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by the city?

☐ Yes ☐ No

If Yes, please provide their names and relationship to you: \_\_\_\_\_

Are you currently on “lay off” status and subject to recall?

☐ Yes ☐ No

If you are under 18 years of age, can you provide proof of your eligibility to work?

☐ Yes ☐ No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?

☐ Yes ☐ No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?

☐ Yes ☐ No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?

☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

If hired, do you have a reliable means of transportation to and from work?

☐ Yes ☐ No

If hired, would you be able to travel or work overtime as needed?

☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor?

☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

## References

List below three persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted

## Additional Space

Additional space provided to expand on any points or questions asked previously in this application


# Employment Application

*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

\_\_\_\_\_ The City of Diamondhead is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The City desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The City will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

## **Disclosure to Applicants Concerning Drug/Alcohol Testing**

\_\_\_\_\_ If you are offered a position with the City of Diamondhead, you will be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by the city. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

## **Complete and Accurate Information**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

## **At-Will Employment**

\_\_\_\_\_ I understand and agree that if I am employed, my employment will be "at-will", which means that the City may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the City will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the City unless made in writing and signed by the City Manager.

## **Testing Authorization**

\_\_\_\_\_ If offered a position with the City of Diamondhead, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.



**Investigation Authorization**

\_\_\_\_\_ I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

**Company Obligation**

\_\_\_\_\_ I understand and agree that the City's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the City of Diamondhead is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE City OF DIAMONDHEAD.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Employment Application

For Personnel Department Use Only

## INTERVIEW CHECKLIST

1. Application reviewed \_\_\_\_\_ by \_\_\_\_\_  
on \_\_\_\_\_
2. Denial letter sent \_\_\_\_\_
3. Interview letter sent \_\_\_\_\_
4. Interview scheduled  
for \_\_\_\_\_

**ADDITIONAL NOTES:**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

