CITY OF RAYNE

EMPLOYMENT APPLICATION

Applicant information, availability and education

Complete all pages. Type into the fields or print clearly in ink. Enter N/A where a question does not apply. Follow the job announcement for deadlines, required attachments and submission instructions.

1 POSITION & CONTACT INFORMATION

Position applied for

Application date

Full name

Preferred name (optional)

Mailing address

City

State

ZIP code

Primary phone

Email address

2 AVAILABILITY

Available start date

Work sought: full-time / part-time / temporary / seasonal

Days / shifts available and any scheduling limitations

3 EDUCATION & TRAINING

School / institution

Degree, diploma, certificate or course of study

Additional school / institution

Degree, diploma, certificate or course of study

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Employment history

Applicant name

List your most recent employment first. Include relevant paid work, self-employment or volunteer service. Attach additional pages if needed. A resume may be attached as a supplement.

4 MOST RECENT EMPLOYER

Employer / organization

Job title

Dates employed (MM/YYYY - MM/YYYY or Present)

Supervisor name and phone

Main duties / responsibilities

Reason for leaving / May we contact? (Yes / No)

5 PREVIOUS EMPLOYER

Employer / organization

Job title

Dates employed (MM/YYYY - MM/YYYY or Present)

Supervisor name and phone

Main duties / responsibilities

Reason for leaving / May we contact? (Yes / No)

6 PREVIOUS EMPLOYER

Employer / organization

Job title

Dates employed (MM/YYYY - MM/YYYY or Present)

Supervisor name and phone

Main duties / responsibilities

Reason for leaving / May we contact? (Yes / No)

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Qualifications, references and applicant certification

Applicant name

7 SKILLS, LICENSES & QUALIFICATIONS

Relevant skills, equipment, software, training, licenses or certifications

Include license type, issuing agency and expiration date if relevant. Do not include Social Security numbers, driver's license numbers, medical information or other sensitive identification details.

8 PROFESSIONAL REFERENCES

Provide two professional references familiar with your work or qualifications.

Reference 1 - Name / title / organization

Professional relationship

Phone and / or email

Reference 2 - Name / title / organization

Professional relationship

Phone and / or email

9 APPLICANT CERTIFICATION

I certify that the information I provided is true and complete to the best of my knowledge. I understand that false statements or omissions may result in disqualification or dismissal if employed. I authorize the City of Rayne to verify the education, qualifications and employment information provided, subject to my employer contact preferences above. This application does not guarantee employment.

Applicant signature (type full name or sign after printing)

Date