



## IMPORTANT NOTICE

The City of Bloomington requires a **HANDWRITTEN SIGNATURE** on applications. You **MUST SUBMIT A PAPER COPY** of this form; electronic submissions will not be accepted.

This form can be filled out and printed using Adobe Acrobat Reader.

**THE PRINTOUT MAY BE YOUR ONLY RECORD** of the data you entered. If you have Acrobat Reader 7 or later, you may be able to save the form with your entries.

### Tip

#### Turning off the **+** symbol next to the fields

The Text Field Overflow symbol appears as a plus sign next to form fields and can cover text when the file is printed. For best results, turn this preference off.

1. Choose *File > Save* to save the file to your computer. Then open Acrobat Reader and the file.
2. Choose *Edit > Preferences (Windows)* or *Acrobat > Preferences (Mac OS)*, and select Forms on the left. Uncheck the third check box down, "Show text field overflow indicator."

We welcome your application for employment. Please furnish us with complete information to assist us in giving you full consideration.

The City of Bloomington is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all. The City of Bloomington does not discriminate on the basis of

race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. Individuals are evaluated and selected on the basis of merit.

### Personal information

<b>Name</b>	Last	First	Middle	<b>Social Security Number</b>	
<b>Permanent address</b>	Street		City	State	Zip
<b>Prior/college address (If applicable)</b>	Street		City	State	Zip
<b>Phone numbers</b>	Home	Business		Cell or college (If applicable)	

### Work preference

<b>Type of work you are interested in or position for which you are applying</b>	<b>Date available</b>
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### Education and training

<b>Highest grade completed</b> (Please circle)	High school 9 10 11 12	College 13 14 15 16	Graduate school 1 2 MA PHD JD
<b>Last high school</b>	Name	Address	
			<b>Did you graduate?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### Schools

Type	Name/location	Dates attended		Credits completed		Degree received	Major/minor	Average grade
		From	to	Quarter	Semester			
College/university								
Graduate								

Summarize course work and training related to the position for which you are applying

### Employment history – Present or most recent employer

<b>Are you presently employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>May we contact your present employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Employer</b>	<b>Address</b>	
<b>Supervisor</b>	Name	Title
	Telephone number	
<b>Job title</b>	<b>Dates employed</b> (Month/year)	From To
	<b>Base salary/wage</b>	Start Current or end
<b>Nature of duties</b>		
<b>Reason for leaving or seeking change of position</b>		

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**Employment history continued – List most recent employer first**

<b>Employer</b>		<b>Address</b>				<b>Full time?</b>	
<b>Supervisor</b>	<b>Name</b>	<b>Title</b>		<b>Telephone number</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Job title</b>	<b>Dates employed</b> <i>(Month/year)</i>		<b>From</b>	<b>To</b>	<b>Base salary/wage</b>	<b>Start</b>	<b>End</b>

**Nature of duties**

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**Reason for leaving or seeking change of position**

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**Additional work experience**

*Relating to the type of employment you are seeking. Include full time, temporary and part time positions. Indicate dates, employer and job title.*

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**What equipment do you operate that would relate to the duties of this position?** *(i.e. Office equipment, maintenance-related equipment, etc.)*

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**General information**

*The primary reason for filing this application is to volunteer. However, please state briefly what prompted you to seek this opportunity with the City.*

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**What hours are you available for work?** **Do you have a secondary job at this time?**  Yes  No

**Even as a minor, have you been convicted or arrested for a felony, gross misdemeanor or misdemeanor, excluding minor traffic violations?**  Yes  No

*If yes, explain the conviction.* \_\_\_\_\_

NOTE: A conviction is not an automatic disqualification. A determination will be made regarding the direct relationship between the conviction and the position and any competent evidence of sufficient rehabilitation.

**Complete section if position requires a valid driver's license.**

**Do you have a valid driver's license?**  Yes  No **License number** \_\_\_\_\_ **Class**  A  B  C  D

**How many traffic tickets for moving violations have you received in the past five years?** **Number** \_\_\_\_\_ **Nature of offense** \_\_\_\_\_

**Please sign this application and read the following carefully**

1. I certify that all the information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal, if discovered at a later date.
2. I authorize the City of Bloomington to verify the information I have provided in this Volunteer Application.
3. I hereby authorize all current and previous employers to release job-related information to the City of Bloomington. However, I understand that if, in the Employment Record section, I have answered "No" to the question, "May we contact your present employer?", contact with my current employer will not be made without my specific authorization.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date