APPLICATION FOR EMPLOYMENT

The Bedford Recreation Department is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, gender, age, sex, religion, disability, or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

_____
City *State* *ZIP Code*

Home Phone: ( ) _____ E-mail Address: _____

Cell Phone: ( ) _____ Social Security No.: _____

Employment Desired

Position Applied for: _____

Date You Can Start: _____ Desired Salary: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for City of Bedford? YES ☐ NO ☐ If so, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, explain: _____

Previous Employment

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ to: _____ Reason for Leaving: _____

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ to: _____ Reason for Leaving: _____

Company: _____ Phone: ( ) _____

Address: _____ Supervisor: _____

Job Title: _____ Responsibilities: _____

From: _____ to: _____ Reason for Leaving: _____

Certifications: _____

_____

Job Related Skills: _____

_____

Education

High School: _____ City, State: _____

Attended From: _____ to: _____ Did you graduate? YES ☐ NO ☐ If no, last year completed: 9 ☐ 10 ☐ 11 ☐ 12 ☐

College: _____ City, State: _____

Attended From: _____ to: _____ Did you graduate? YES ☐ NO ☐ Degree(s): _____

Other: _____ City, State: _____

Attended From: _____ to: _____ Relevance: _____

References

Full Name: _____ Relationship: _____

Address: _____ Phone: ( ) _____

Full Name: _____ Relationship: _____

Address: _____ Phone: ( ) _____

Full Name: _____ Relationship: _____

Address: _____ Phone: ( ) _____

Were you referred to apply for this position? YES ☐ NO ☐ If yes, who? _____

Disclaimer and Signature

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application or interview may result in my refusal to hire or dismissal if I have been employed, no matter when discovered by the Bedford Recreation Department.

I understand that any employment is conditioned on a background check. I authorize the Bedford Recreation Department to thoroughly investigate all statements contained in my application and I authorize my former employers and references to disclose any information regarding my former employment, character, and general reputation to the Bedford Recreation Department, without giving me prior notice of such disclosure. In addition, I release the Bedford Recreation Department, any former employers, and all references listed above from all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either the Bedford Recreation Department or myself. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Bedford Recreation Department unless made in writing.

If offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Bedford Recreation Department and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Bedford Recreation Department the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the City of Bedford's Drug and Alcohol Policy.

If hired by the Bedford Recreation, I will be required to attest to my identity and employment eligibility, and to present documents confirming my identity and employment eligibility.

I understand that filling out this form does not indicate there is a position open and does not obligate the Bedford Recreation Department to hire. If hired, I agree to abide by all Bedford Recreation Department rules, policies, and procedures. The Bedford Recreation Department and City of Bedford retains the right to revise its policies or procedures, in whole or in part, at any time.

Signature: _____ **Date:** _____