

**CITY OF SAN JUAN**  
**Application for Employment (P1)**

For what position are you applying: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Social Security \_\_\_\_\_  
           Last       First       Middle

Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
           Physical   City       State   Zip

Please state your age if you are under 18 or over 70. \_\_\_\_\_

Are you legally eligible for employment in the USA? \_\_\_\_\_

Have you ever been convicted of a felony? If yes, explain \_\_\_\_\_

Do you have any limitations that may preclude you from performing the type of work applying for?  
 If yes, explain \_\_\_\_\_

Were you previously employed by us? ( ) Yes ( ) No If yes, explain \_\_\_\_\_

Education - circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 college hours/degree

List any special training, skills acquired, or courses taken that have helped qualify you for the position listed above. _____ _____ _____ _____ _____ _____
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Give complete past employment record, starting with present, or last employer, then each previous employer in date of order. Give reason for lapses, if any.

Company Name & Address	Dates	Rate of Pay	Duties Performed	Reason for Leaving

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

List below three (3) references (not former employers or relatives)

Name	Address street no., city, and state)	Phone

**Military Service Record**

Were you in U.S. Armed forces? ( ) Yes ( ) No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_  
Month Year Month Year

Rank at discharge \_\_\_\_\_

In case of an emergency notify: Name \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**APPLICANT PLEASE READ CAREFULLY**

I hereby authorize the City of San Juan to fully investigate my record and work qualifications either before my employment by the City, and to facilitate such investigation. I also hereby authorize any persons having knowledge thereof to give such information to the city upon request. I certify that all statements made by me on this application for employment are true and correct to the best of my knowledge and belief, and agree that if employed, and misrepresentation, falsification or omission of facts thereon shall justify my dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Proof of U.S. citizenship or immigration status will be required upon employment You must complete an I-9 form required by the U.S. Immigration and Naturalization Service within three business days of the date of your employment begins.

As part of the hiring procedure there is a "Screening for Drugs" test required the applicant must take and pass the test.

Applications will be kept in an "active" file for three (3) months and then placed in an "inactive" file in Personnel Office for nine(9) more months. After the first three (3) month period has elapsed, the applicant may visit the Personnel Office and update his application. All applications will be destroyed nine (9) months after they have been placed in the "inactive" file category.