



**21 North Avondale Plaza  
AVONDALE ESTATES, GEORGIA 30002  
(404) 294-5400**

## **APPLICATION INFORMATION**

Please read the following before completing your application. A separate application form is required for each position title.

### **Completing the Application**

Follow all instructions shown on the application. If you need more space, attach additional sheets. All applications must be completed in **full**. A resume may be attached to provide additional information but **does not** take the place of completing the application itself. A complete and accurate application is essential since this is the **primary** source used for determining your qualifications. The completed application form must include a minimum of three references.

### **Advertising Vacancies**

Department heads or supervisors are responsible for notifying the city manager when authorized positions in their departments may become vacant as soon as they have such knowledge. The city manager conducts such programs of advertising and recruitment as are necessary in order to provide applicants for the position who meet established employment standards. Announcements of vacancies will specify the title and salary range of the vacant position, any minimum qualification requirements, manner of making application, the final date on which applications will be received, and other pertinent information.

### **Job Requirements**

Please note the education and/or experience requirements listed in the Vacancy/Recruitment Announcement for the job(s) which interest you. These are minimum standards which all applicants must meet in order to be considered for employment. The city manager or other designated employee may remove from further consideration the application of an applicant who (1) does not meet the minimum qualifications established for the position; (2) has previously been separated from the city with cause or with prejudice; (3) has made false statements of material fact in his or her application; (4) has been convicted of a felony; or (5) has failed to submit his application within the prescribed time limit.

It is the policy of the City of Avondale Estates to prevent conflicts of interest and to avoid the appearance of impropriety in the municipal workforce. Accordingly, the city shall not employ any member of the immediate family of a current employee. In addition, no member of the immediate family of a person who is elected or appointed to the board of mayor and commissioners shall be eligible for compensated employment in any capacity with the city or to enter into a compensated contractual relationship in any capacity with the city during such person's service as a member of the board of mayor and commissioners and for a period of three years thereafter. Nor shall any person who is elected or appointed to the board of mayor and commissioners be eligible for compensated employment in any capacity with the city or to enter into a compensated contractual relationship in any capacity with the city during his or her service in such office and for a period of three years thereafter. Immediate family means parents, spouse, children (adopted or natural) and stepchildren, brothers or sisters, grandparents, grandchildren, parents-in-law, sisters/brothers-in-law, aunts, uncles, nieces, and nephews.

## Employment Policy

It is our policy that employment decisions are made on the basis of merit and fitness for the position. We are an Equal Opportunity Employer. All employees are required to provide proof of identity and authorization of employability at time of appointment (e.g., driver's license or state-issued picture identification and original social security card or birth certificate).

### Applicant Procedure

1. A completed application must be received or postmarked by the established closing date as stated on the Vacancy/Recruitment Announcement. Materials relevant to the application process will **not** be accepted via FAX.
2. If the position requires a test, you will be notified by mail as to the date, time, and place to appear.
3. Every application received by the established closing date is reviewed for minimum qualifications and competitiveness by appropriate city staff.
4. You will be notified in writing regarding the status of your application.

### Interviews and Offer of Employment

1. In order to avoid negligent hiring so as to protect the safety of all employees, criminal record checks may be made. Facts such as recency and rehabilitation will be considered before a decision is made by the city manager to disqualify an applicant on the basis of a criminal record which is relevant to the position sought. All applicants who will operate city vehicles must have a valid and appropriate class driver's license and have no convictions for DUI, suspended license, or serious moving violations on their records for five (5) years prior to the date of application.
2. Applicants meeting the employment standards for the position will be interviewed by the appropriate supervisor/department head and the city manager.
3. The city manager has final authority relative to the hiring of all city employees and will notify the candidate selected for the position. Those candidates who are interviewed but not selected are also informed of the hiring decision.
4. All offers of employment are contingent upon successful completion of a physical examination and drug test as prescribed by the city. All applicants who are hired will be on probationary status (working test period) for at least six months. The city manager, at the supervisor's request, may extend the working test period for up to six additional months. Employees in a working test period status do not have appeal rights unless there is alleged discrimination because of race, age, color, religion, sex, national origin, disability, or any other characteristic protected by law.

Your interest in employment with the City of Avondale Estates is appreciated. Should you have a change of address or phone number, let us know.

Note: Resumes, letters of reference, etc., submitted with the application become property of the City of Avondale Estates and cannot be returned.



12. Do you have any relatives who are employed by the City of Avondale Estates or who are members of the Board of Mayor and Commissioners? If yes, give name(s) of such relative(s) below.

(if relative is immediate family as defined on the applicant information sheet under "job requirements," stop here as you cannot be considered for employment at this time.)

13. Do you have a valid driver's license?  yes  no If yes, class \_\_\_\_\_ and state \_\_\_\_\_  
License # \_\_\_\_\_

14. How did you learn about the job for which you are applying?  
 city employee  friend or relative  self-initiated  other \_\_\_\_\_

15. Can you perform the functions of the position for which you are applying without any accommodations? If no, please state what accommodations you will require. \_\_\_\_\_

### EDUCATION AND TRAINING

16. Education

A. Are you a high school graduate  yes  no Name and location of high school: \_\_\_\_\_

B. If no, do you have a GED?  yes  no Name and location where GED obtained \_\_\_\_\_

C. If you do not have a high school diploma or GED, indicate highest grade completed: \_\_\_\_\_

Name and location of college or university attended	No. of Credits Completed		Type of Degree e.g., BA	Year Degree Received	Major
	Semester Hours	Quarter Hours			

Under Graduate College Subjects pertinent to position for which application is made	No. of Credits Completed		Graduate College Subjects pertinent to position for which application is made	No. of Credits Completed	
	Semester Hours	Quarter Hours		Semester Hours	Quarter Hours

Applicants may attach transcripts as additional information.

Other Schools or Training (trade, armed forces, business, etc.)	Date of Attendance or Training	Subjects Studied	Type of Certificate Received	Year Certificate Awarded

17. Do you type?  yes  no Do you take shorthand?  yes  no

18. Do you have word processing experience?  yes Machine Model: \_\_\_\_\_  no

19. Do you have data entry experience?  yes Years/Months experience: \_\_\_\_\_  no

20. Fully describe any other special qualifications and skills possessed (i.e., licenses, skill with machines, computer software, public speaking, foreign language, publications, etc.). Explain how acquired and extent of experience. Attach additional sheets if necessary.

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21. List any awards received and memberships in professional or scientific societies: \_\_\_\_\_

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### WORK HISTORY

22. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Describe your work history beginning with your current or most recent job. Include military and/or volunteer experience. If you worked for the same employer, but at various times held different jobs, describe each separately. Describe in detail the specific duties beginning with your primary duties. Attach additional sheets if necessary. If duties varied widely in one job, give percentages of time for each duty. Indicate the number and type of employees under your supervision. Emphasize work you feel relates to the job for which you are applying. Failure to give complete and detailed information regarding each job held may result in your disqualification or in a lower rating score.

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: \_\_\_\_\_

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Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach additional sheets if necessary



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## REFERENCES

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28. List at least three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying. Do not repeat the names of supervisors listed under work history.

Name	Business or Home Address and Phone Number	Business or Occupation

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## CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

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Read item 29 carefully before signing this application.

29. I certify that the information given by me in this application is true and complete to the best of my knowledge, knowing that any false information, misrepresentation, or concealment of fact is sufficient grounds for my application to be rejected or, if employed, my employment terminated.

I understand and agree that all information furnished in this application may be verified by the city. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the City of Avondale Estates all information relative to my employment, education, and character, and hereby release such individuals, organization, and the City of Avondale Estates **from any liability for any claim or damage** which may result.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)