



**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 associates, 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 Associates 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. Associates 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.

EMPLOYMENT APPLICATION CITY OF AVONDALE ESTATES

Application may be mailed to:
City of Avondale Estates

21 North Avondale Plaza
Avondale Estates, Georgia 30002
(404) 294-5400

All applicants are considered for positions without regard to race, age, color, religion, sex, national origin, disability, or any other characteristic protected by law.

INSTRUCTION: It is important that you answer all items on this application fully and accurately. The information you give will be used in determining your qualifications and rating for employment. If an item does not apply to you, or if there is not information to be given, write in the letters "NA" for Not Applicable. **Please print in ink or type your answers.**

In order to be assured consideration for employment, your application must be received or postmarked no later than the closing date of the Vacancy/Recruitment Announcement.

PERSONAL DATA

A separate application is required for each position title.

1. Title of position for which you are applying:

2. Check Availability:

Full-time

Part-time

Temporary

Any Shift

3. If selected, how soon after notification will you be available for work?

4. NAME: Ms. _____
Mr. (last) (first) (middle or maiden)

5. _____
Social Security Number

6. ADDRESS: _____
(number) (street) (apartment number)

_____ (city) (state) (zip code) (county)

7. Phone: Area/Code/Number

Home: () _____

Work: () _____

Other: () _____

8. Are you a citizen of the United States? yes no If no, are you a permanent resident? yes no
(All employees are required to provide proof of identity and authorization of employability.)

9. In case of emergency, notify: _____
(name)

_____ (address) (phone: area code/number)

10. Have you ever been or are you currently employed by the City of Avondale Estates? yes no

If yes, what was/is your last position title? _____

Dates of employment _____ (from) (to)

11. If applying for a position in the police department, are you certified by Georgia Peace Officers Standards and Training Council? yes no If no, stop here as you cannot be considered for employment with the police department until such time as you are certified.

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 Associate 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 Name and location of high school: _____

A. Are you a high school graduate yes no

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			

Undergraduate 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: _____

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.

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

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: _____

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____ Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Hours per Week: 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 _____ Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Hours per Week: 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 _____ Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Hours per Week: 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

GENERAL BACKGROUND

Answer item 23 through 25 by placing an "X" in the proper column.	Yes	No
23. Have you ever been fired or forced to resign by an employer? If yes, provide details in item 28.		
24. Have you ever been convicted of an offense against the law or are you now under charges for any offenses against the law? You may omit: (1) traffic violations for which you paid less than \$75 in fines and (2) any offense committed before your 21st birthday which was finally judged in juvenile court. If yes, provide details in item 26. Note: A conviction does not automatically exclude you from consideration for employment.		
25. Do you have a financial interest in any business or employment in a position which you expect to retain if hired for the position you are seeking? If yes, provide details in item 26.		

26. Space for detailed answers. Indicate item number to which answers apply. Attach additional sheets if necessary.

Item No.	DETAILS

MILITARY SERVICE

27. Have you ever served on active duty in the United States Military Service (excluding tours of active duty for training in the Reserve or National Guard)? yes no

Dates of active duty: From _____ To _____

Type of final discharge: _____

Date of Discharge: _____

REFERENCES

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

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

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)