



## Notice to Applicants

City of Trenton local government is committed to nondiscrimination, equal opportunity and affirmative action in employment. It is the policy of City of Trenton to provide equal employment opportunity to all employees and applicants for employment as required by law without regard to race, age, religion, gender, national origin, marital status, creed, color, disability, mental or physical handicap, veteran status, sexual orientation, gender identity or any other basis protected by law.

City of Trenton is committed to abiding by the guidelines of the Immigration Control and Reform Act of 1986, and the Georgia Security/Immigration Compliance Act of 2007, as applicable. Each new or rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and E-Verify and present such other documentation establishing identity and employment eligibility as may be required by these statutes and regulations. Employees may also be required to provide authorization for credit, criminal, and reference background checks. An employee will be dismissed for failure to provide and execute the required documentation. Please note that federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. We participate in E-Verify and each new application will be verified within three (3) days after hire. Any discrepancies will be addressed if needed.

City of Trenton has adopted an Alcohol and Drug Testing Policy that includes pre-employment, reasonable suspicion, post-accident, and random testing for its employees, and maintains a zero tolerance for violations of this policy. Employees having a criminal drug conviction are required to report the conviction to the employee's supervisor within five days of the conviction.

You have the right to review and challenge any negative information that would adversely impact a decision to disqualify employment. In addition, you will have a reasonable opportunity to clear up any mistaken information reported within a reasonable period.

I have received a copy of this notification and it has been discussed with me. By signing this acknowledgement statement, I commit to follow City of Trenton company's standards of performance and conduct.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Human Resource Manager Signature \_\_\_\_\_

Printed Name & Title \_\_\_\_\_



**CITY of TRENTON**  
**BOARD OF COMMISSIONERS**  
Human Resources  
City Hall  
12882 North Main Street  
P.O. Box 518  
Trenton, Georgia 30752-0518  
(706) 657-4167

POSITION OR JOB TITLE APPLIED FOR: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, the presence of a disability, or any other legally protected status.

### Personal Data

Last Name		First (given)		Middle
Address Street		Apt. #	City	State      Zip
Telephone: (      )	(      )			
Business	Residence		Times Available at Telephone	
Or Cell Phone Number: (      )				

WILL YOU ACCEPT: Temporary Work? ☐ Part-Time Work? ☐ Shift Work? ☐ Weekend/Holiday? ☐

Are you over 18 years old? \_\_\_\_\_ Are you eligible to work in the United States either because you are a U.S. Citizen or have U.S. government permission to do so? ☐ No ☐ Yes

*NOTE: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.*

Have you ever worked for us before? ☐ No ☐ Yes  
If yes, when and where? \_\_\_\_\_

Are you able to perform the job duties listed for the position you are applying for with or without an accommodation (s)?  
☐ No ☐ Yes

If an accommodation is needed, how would you perform the job duties and with what accommodation (s)?  
\_\_\_\_\_

If this position requires a valid Georgia Driver's License, do you have a valid driver's license? ☐ No ☐ Yes

License # \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_

Have you had any traffic violations in the past 3 years? ☐ No ☐ Yes  
Please indicate type of offense and dates \_\_\_\_\_

Have you ever been convicted of an offense against the law or are you now under charges for any offense against the law? (Omit non-moving traffic violations and any offense which was finally adjudicated in a Juvenile Court or under a Youth Offender Law).  
☐ No ☐ Yes If "Yes" give complete details: (Date, Place, Charges, Disposition)  
\_\_\_\_\_

NOTE: A conviction will not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstances and seriousness.

*"We are An Equal Opportunity Employer"*



## Education

Circle Highest Grade Completed:

High School

5 6 7 8 9 10 11 12

GED/USAFI

GED \_\_\_\_\_ USAFI \_\_\_\_\_

Name of School: \_\_\_\_\_

Date Awarded \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Place Where Test Was Administered

Last year attended \_\_\_\_\_ Graduated? ☐ No ☐ Yes

Equivalency Diploma or Certificate Awarded? ☐ No ☐ Yes

\_\_\_\_\_  
Name/Address of State Authority Issuing Diploma

If the position you are applying for requires a college degree, or if you wish to volunteer any secondary educational information, please complete the following:

Name of College: \_\_\_\_\_

Address: \_\_\_\_\_

Last year attended \_\_\_\_\_ Graduated? ☐ No ☐ Yes

Give highest degree received: \_\_\_\_\_

What special vocational or business courses have you taken? \_\_\_\_\_

Special honors: \_\_\_\_\_

Please use this space for additional information related to your education, training and experience.

## References

Give name, address, and telephone number of three (3) references who are not related to you and are not previous employers.

1. Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

## Work History

Describe your work history beginning with your current or most recent job. Include military and volunteer experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

Have you ever been disciplined or fired? ☐ No ☐ Yes If yes, why? \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates:

From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe Your Duties: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates:

From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe Your Duties: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Employment Dates:

From \_\_\_\_\_ to \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Annual Salary: \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Describe Your Duties: \_\_\_\_\_



## Drug Test Consent and Information Release Form

I understand that one of the components of the City of Trenton Drug and Alcohol Policy is a urine test for drugs and/or alcohol as a condition of employment. A positive test will result in:

- a) Denial of employment;
- b) Disciplinary Action to include termination of employment.

I authorize the testing laboratory to release the results of this drug and alcohol test only to the City of Trenton Medical Review Officer or designee, the City of Trenton Board of Commissioners and their legal counsel, the applicable Department Head, those City of Trenton employees who have a valid need to know, or those involved in any appeal process should it become necessary. I understand that this information will otherwise be kept confidential and will not be released without my written consent or as is otherwise permitted by law. I release the medical personnel and any and all of their employee/owners or representatives from any and all liabilities arising from the release or use of the information derived from or contained in my drug results.

During the process of testing a urine specimen for drugs, the specimen is also tested for excessive dilution (excess water in the specimen). In order for the specimen to be a valid specimen, it must not be a dilute specimen. For 6 hours before the test, please do not drink more than 12 ounces of liquid including alcohol or caffeinated beverages (such as sodas, coffee, or tea) or take a diuretic (water pill) unless it is medically necessary. If you take diuretics prescribed by a physician, and it is medically necessary that you take the diuretic on the day of specimen collection, please inform the collector at the time that the specimen is collected. The prescription for the diuretic will need to be verified by the medical review officer if the specimen is dilute.

Read, acknowledged and consented to, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

### **Applicant's Certification and Agreement Authorization To Release Information Conditions of Employment**

I hereby certify that the information provided by me in this application is true and complete, and I understand that misrepresentations, omissions of facts, or falsifications on this application are grounds for refusal to hire, or if employed, may be considered as constituting grounds for disciplinary measures or termination.

I authorize any person(s), firm or organization listed herein to furnish City of Trenton with any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage which may result from furnishing such information to City of Trenton.

I authorize you to request, receive, and verify all information given in this application.

If I am employed by the City of Trenton, I agree to conform to the policies, rules and regulations of the employer set forth in the Personnel Policies of City of Trenton and acknowledge that these policies, rules and regulations may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option.

I further acknowledge that if I am employed by the City of Trenton, my employment will be at-will and may be terminated with or without cause at any time by me or by City of Trenton.

I also understand that I will only be considered for the position(s) I have specified on this application and that ninety (90) days from the date of this application, all consideration for employment may cease unless I notify City of Trenton Human Resources that I am still interested in employment.

May we contact your present employer? ☐ No ☐ Yes ☐ Not Applicable

You must sign the Certification and Agreement, Authorization to Release Information and Conditions of Employment form to enable us to contact prior employers, even though we may not contact your present employer

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

Pursuant to Title II ADA and Section 504 of the Rehabilitation Act of 1973, as amended, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by DADE County, Georgia. Additionally, pursuant to Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by DADE County, Georgia.